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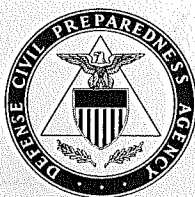
# **ON—SITE ASSISTANCE**

**A GUIDE FOR**

- SURVEYING
- DEVELOPING
- MAINTAINING

**COMMUNITY  
DISASTER  
READINESS**

## **APPENDICES**



**DEFENSE CIVIL PREPAREDNESS AGENCY**

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V. 2

ON-SITE ASSISTANCE

APPENDICES TO  
A GUIDE FOR SURVEYING AND DEVELOPING  
COMMUNITY READINESS

Revised  
September 1974

U.S.  
DEFENSE CIVIL PREPAREDNESS AGENCY  
DEPARTMENT OF DEFENSE

## APPENDICES

- A. Sample Preliminary Hazard Analysis
- B. Detailed Survey Questions
- C. Sample On-Site Assistance Planning  
Schedule and Activity Checklist
- D. Summary and Recommendations
- E. Sample Action Plan Formats
- F. Listing of Federal Agency Assistance

The materials in these Appendices may be used together with the guidance provided for familiarizing the reader with On-Site Assistance procedures. Care should be taken to avoid any inference that these Appendices are more than samples to illustrate what might be used. The formats actually used will depend upon the individual On-Site Assistance project. The terms Civil Defense and Civil Preparedness (CD/CP) are used interchangeably.

APPENDIX A

SAMPLE PRELIMINARY HAZARD ANALYSIS

The sample preliminary hazard analysis procedures contained in this Appendix were developed by Defense Civil Preparedness Agency, Region Six. The sample of Covington County, Alabama was prepared by the Defense Civil Preparedness Agency, Region Three. Information on the State of Michigan is provided as an example of a comprehensive State-wide hazard analysis.



## PRELIMINARY HAZARD ANALYSIS

### Procedures

1. Prepare Form HA-1, using all available information concerning the HISTORY of the various types of disaster emergencies in the jurisdiction analyzed. (Note list on A-3.) Use the best sources for information and judgement in the determination of the rating assigned to the type of disaster under POTENTIAL.
2. Make a list of the potential disaster situations in order of severity, starting with the worst in terms of frequency of occurrence, amount of damage to persons and property, complexity of problems, etc. (Information from HA-1.)
3. Prepare Form HA-2 for each type of hazard. Consider each hazard on the basis of the functions which would probably be necessary to meet the situation. Determine the resources now available to perform each function, and the agency which has primary responsibility to respond. List contact personnel, with appropriate information.
4. Make a list of disaster functions for which no adequate capability exists at this time. Assign priorities for remedial action or planning. (Information from HA-2.)
5. Report the results of your HAZARD ANALYSIS to your local government, the local emergency council, and other groups which have interest in adequate disaster operations planning.
6. Make plans for necessary action steps to find resources which will eliminate the uncovered parts of your DISASTER PLAN.

## LIST OF HAZARD SITUATIONS

A list of hazard situations, brought about by weather, accident, medical emergency or human action, which may have a potential in a local jurisdiction; and for which pre-planning should be done.

### A. WEATHER CONDITIONS

1. Tornadoes and wind storms
2. Floods (streams or low-lying areas)
  - a. Flash floods caused by sudden, heavy downpour of rain
  - b. Anticipated floods caused by rains or snow-melt in the watershed area
3. Blizzard or very heavy snowfall
4. Earthquake
5. Drought or extended dry spell causing water shortage

### B. ACCIDENT EMERGENCIES

1. Fires (multiple buildings; industrial; forests; grass)
2. Explosions (industrial; gas line; chemicals; other)
3. Transportation facilities
  - a. Airplane wreck
  - b. Train wreck
  - c. Motor vehicle: automobile, bus, truck, other
  - d. Boat accidents
4. Transportation failures
  - a. Power transmission lines
  - b. Water lines
  - c. Gas lines
5. Collapse of building structures or bridges

### C. MEDICAL EMERGENCIES

1. Mass poisoning
2. Subversive destruction

### D. NUCLEAR EMERGENCIES

1. Nuclear materials production or assembly
2. Transportation of nuclear materials

INSTRUCTIONS FOR COMPLETING PRELIMINARY ANALYSIS WORKSHEET  
(Form HA-1)

1. Identify the geographic area (jurisdiction).
2. Add to the list on Form HA-1 any recognizable hazards which are not already listed.
3. HISTORY - Assign a rating to each type of disaster listed on the basis of its history in the area during the past ten years:
  - 0 - No disasters of this type.
  - 1 - One or two occurrences; slight damage; few persons involved; few problems; easily handled.
  - 2 - Few occurrences; minor damage; more persons involved; some difficult problems; minor expense.
  - 3 - Several occurrences; some major damage; many victims involved; several problems; major expense.
  - 4 - Frequent occurrences; extensive damage; large number of victims; many problems; heavy expense.
  - 5 - Frequent occurrences; very heavy damage; large number of victims; many complex problems; very large expense.
4. POTENTIAL - Assign a rating to each type of disaster on the basis of its possibility or probability in the area. Consider all factors, including past history, in your determination of the rating assigned. Factors might include: construction of new homes in low-lying areas; increased airline traffic; the addition of industrial plants; increased traffic on streets and highways; possibilities of air and water pollution; and civil disturbance situations.

## PRELIMINARY HAZARD ANALYSIS WORKSHEET

Form HA-1

Jurisdiction \_\_\_\_\_ State \_\_\_\_\_

Specific Disaster Hazard	HISTORY						POTENTIAL					
	0	1	2	3	4	5	0	1	2	3	4	5

## WEATHER

Tornado-Wind Storm  
Flash Flood  
Anticipated Flood  
Blizzard  
Earthquake  
Drought

## ACCIDENTS

Fires  
Explosion  
Airplane Wreck  
Train Wreck  
Motor Vehicle Wreck  
Boat Accident  
Power Failure  
Water Failure  
Gas Failure  
Structure Collapse

## MEDICAL

Mass Poisoning  
Extreme Smog  
Epidemic  
Water Pollution

## HUMAN ACTION

Civil Disturbance  
Subver Destruction

## NUCLEAR

Material Production  
Transportation

## OTHER

INSTRUCTIONS FOR COMPLETING PRELIMINARY ANALYSIS OF EACH HAZARD  
(Form HA-2)

1. Prepare a separate Form HA-2 for each type of emergency which is a possibility in the geographic area studied.
2. Identify the type of disaster listed on HA-1.
3. Assign a priority for action in comparison with other disaster situations on the basis of need for such action.
4. List all functions which might be needed in this type of disaster emergency; consider all possibilities.
5. List the responsible agency or primary resource to carry out the functions listed.
6. List names, addresses and phone numbers (business and home) of the persons with whom you would have contact regarding the functions involved.
7. Give particular attention to functions for which there seems to be no resource or those which you believe to be inadequate.

# PRELIMINARY ANALYSIS OF EACH HAZARD

Form HA-2

DISASTER HAZARD \_\_\_\_\_ PRIORITY \_\_\_\_\_

EXPECTED FUNCTIONS	PRIMARY RESOURCE	CONTACTS
Warning		
Evacuation		
Rescue		
Damage Survey		
Fire Protection		
Property Protection		
Traffic Control		
Public Information		
Designate Hazard Areas		
Care of People: Shelter		
Feeding		
Clothing		
Medical		
Welfare Inq.		
Public Health & Sanitation		
Care of the Dead		
Debris Removal		
Utilities Services		
Communications		
Transportation		

PRELIMINARY  
HAZARD ANALYSIS  
COVINGTON COUNTY, ALABAMA  
OCTOBER 11, 1971

I. BACKGROUND OF COVINGTON COUNTY

A. Geography

Covington County, ninth largest county in Alabama, comprises 1,034 square miles, 67 per cent of which is woodland or forest land. The elevation ranges from 160 feet in the south to 335 feet in the north. The Gulf Coast resort cities of Pensacola and Ft. Walton, Florida lie 50-60 miles south.

B. Population

The 1970 census identified 33,281 persons, a loss of 2,350 since 1960. Of these, 18,000 are classified as urban living primarily in the three cities of:

Andalusia - population 10,092 (county seat)

Opp - population 6,493

Florala - population 2,701

There are fourteen incorporated towns and cities, but only these three have any significant capability to respond to emergencies.

C. Economy

The average per capita income in 1965 was \$1,301. The economy is 50 per cent agricultural and 50 per cent industrial. Industries are primarily textile. Three garment manufacturers employ 1,000 - 2,500 persons and 6 other employ 100 - 1,000 persons.

D. Shelter

The Covington County Community Shelter Plan, which was distributed in April 1971, provided adequate shelter (0 - 8) for the entire population, most of which is located in the three major cities.



## E. Government

Covington County is governed by a Board of Commissioners elected by districts. The Chairman is elected as full time executive. The cities and towns all have mayors and councilmen. Only Andalusia and Opp have full time mayors.

As have most rural counties in Alabama, Covington County has suffered loss of revenue from alcohol and beverage tax, sales tax and other state taxes in the last five years, as a result of legislative change aimed at distribution on the basis of population.

The most immediate problem facing county and city governments is compliance with P.L. 89-272, Solid Waste Disposal Act.

## II. PRELIMINARY HAZARD ANALYSIS

During the interviews in Covington County, various officials were questioned concerning the types of threats about which they were concerned. Following is a brief resume of their concerns.

### A. Tornadoes

Almost all of those interviewed were cognizant of the tornado threat. The County has been in tornado watch areas frequently. They are also aware of the tornado threat which accompanies hurricanes. Covington County borders on Santa Rosa County, Florida (Pensacola) and the southern border is only 30 miles from Pensacola Bay on the Gulf of Mexico.

### B. Hurricanes

No one was too concerned about the probability of hurricane damage from winds or tides. However, Chairman Merrill, Mayor Bryant of Andalusia, and Civil Defense Coordinator Eiland were concerned about the probability of Andalusia being a reception area for refugees from the Gulf Coast. One experience was recounted wherein a bus load of band students en route to Louisiana was sheltered in the National Guard Armory during a hurricane.

### C. Radiation, Chemical and Ordnance Accidents

The Fire Chiefs of Andalusia and Opp were concerned about radiation accidents and downed aircraft from Ft. Rucker, primarily a training base for helicopter pilots. They were aware of the increased traffic on highways of chemical, radiation and ordnance materials.

#### D. Civil Disturbances

The Chiefs of Police were understandably aware of civil disturbances because of the national emphasis. However, they do not feel that there is a high probability of civil disorders since the county schools have been completely integrated without incident.

#### E. Flooding

The Yellow River and tributaries in the eastern part of the county are subject to flooding. However, the lowlands are forest and pasture lands with no residential or commercial installations below anticipated high flood stages.

#### F. Nuclear War

All officials are conscious of possible threat of nuclear attack, but only the CD Coordinator expressed real concern. Because of his CD orientation and training, he believes that high priority should be given to planning and training for a nuclear emergency.

### III. SUMMARY AND CONCLUSION

Planning in Covington County should be accomplished in the following order of priority:

1. Tornadoes
2. Nuclear Accidents
3. Nuclear Attack

Two EOC programs are planned by the University:

1. An exercise in EOC procedures and coordination - a tornado plus a highway radiation accident will be included in the scenario.
2. Late in FY-72 or early FY-73 an exercise will be conducted based on nuclear war capability. Primary purpose of this exercise will be to test the county plan for nuclear emergency.

## MICHIGAN HAZARD ANALYSIS

This hazard analysis reflects a comprehensive study of the types of natural disasters that have confronted areas of the State and also presents data on potential hazards related to various land uses and the environment. Records of the National Weather Service, U.S. Army Corps of Engineers, and other State departments were used as sources for all data presented.

Categories of hazards include:

### NATURAL HAZARDS

- Tornadoes
- Flooding
- Shoreline Problem Areas
- Ice and Sleet Storms
- Hailstorms
- Snow Storms
- Excessive Rains
- Forest Fires
- Earthquakes
- Lightning
- Drought
- Windstorms
- Waterspouts
- Hurricanes

### LAND USE HAZARDS

- Hazardous Industries
- Gas Pipelines
- Oil Pipelines
- Airways
- Railways
- Seaways
- Nuclear Power Plants
- Nuclear Attack

### ENVIRONMENTAL HAZARDS

- Air Pollution
- Water Pollution

## APPENDIX B

### DETAILED SURVEY QUESTIONS

These questions are provided to guide OSA team members on subject matter to be covered by interviews, and should not be used directly during the interviews, but serve as a basis for discussion. In addition, applicable DCPA Standards for Local Government Preparedness will be used as the frame of reference in the conduct of all interviews.

Following are detailed questions which have been used on various OSA projects for information and guidance as needed. They are organized and listed below as an aid for quick reference.

<u>General Questions for Key Officials</u>	<u>Page</u>
Chief Executive(s) Elected Officials . . . . .	B-1
Department Heads . . . . .	B-4
Local Civil Defense/Civil Preparedness Director and Staff . . . . .	B-5
 <u>Questions Covering Specific Services or Subjects</u>	
Administrative and Fiscal . . . . .	B-13
Military . . . . .	B-14
Communications and Warning . . . . .	B-15
Training . . . . .	B-17
CSP . . . . .	B-20
Police Service . . . . .	B-25
Fire Service . . . . .	B-29
Radiological Defense (RADEF) . . . . .	B-32
Emergency Public Information . . . . .	B-33
Schools . . . . .	B-35
Emergency Health . . . . .	B-37
Hospitals . . . . .	B-39
Ambulance Service . . . . .	B-41
Welfare Service . . . . .	B-43
Social Services Support Organizations . . . . .	B-43
Engineering, Utilities and Transportation . . . . .	B-45
Engineering . . . . .	B-45
Utilities . . . . .	B-46
Local Government Public Utilities Director . . . . .	B-46
Telephone Utility Company . . . . .	B-46
Power Utility Company . . . . .	B-47
Transportation . . . . .	B-47
Airport Manager . . . . .	B-47
Public Works and Highway Departments . . . . .	B-49
Industrial Plant Managers . . . . .	B-51

LOCAL EMERGENCY PREPAREDNESS (DATA COLLECTION)  
CHIEF EXECUTIVE(S)/ELECTED OFFICIALS INTERVIEW

- Review operational assistance objectives
- Discuss data collection (interview) requirements and activities
- \*1. Has your community been involved in a major disaster/emergency?
- \*2. If so, were the key local government officials centrally located during the disaster/emergency? What role did they play, e.g., active leadership and operational control?
- \*3. What key decisions were made to ameliorate the effects of the disaster/emergency?
- \*4. Was adequate and timely information available to help in making these decisions?
- \*5. What kinds of essential information is needed to make a crisis decision?
- 6. What types of disaster/emergency situations are the local government emergency forces prepared to cope with?
- 7. Are there specific areas of local government emergency readiness that can be improved upon by the local government? What outside (State and Federal) operational assistance is needed?
- 8. What is your feeling/attitude toward the over-all civil defense program in the local government? Do you feel you have supported this activity adequately in preparing the community for disaster emergency?
- 9. What is the role of volunteers in your disaster emergency organization? How many and where used?
- 10. Do you know about MOBDES assistance through DCPA?

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\*Subject matter contained in questions 1 thru 5 should be covered in the initial interview with the Chief Executive(s). If time permits, questions 6 thru 8 can be introduced, but will most likely "fall out" during the course of other meetings and interviews. Additional questions are furnished to be used as needed. Many questions should be covered in two ways: What currently exists; and what improvements are needed?

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11. Do you have radio communications in your office or your car with any part of your local government radio network?
  12. What other communities or levels of government do you normally work with and on what problems?
  13. How are you notified of an emergency condition in your community? What is your immediate response to such notification?
  14. What is the function of Civil Defense in your community, especially as it relates to you? What do you expect of your Civil Defense Director, and what can he expect of you?
  15. What potential hazards exist in or around your community which could require your attention in an emergency? What kinds of decisions would you be faced with? What would your role be?
  16. In the kinds of emergency situations that could affect your community, what type of additional assistance would you need? Is it available? How would you obtain State or Federal assistance?
  17. In a severe emergency, where would you operate from? How would you coordinate with your department heads during a prolonged emergency (one or more days)? Is there an EOC procedure or other arrangement?
  18. Does your community have disaster plans that cover both nuclear and natural disasters?
  19. Have you participated in or sanctioned disaster exercises in your community?
  20. How would you handle the release of public information and instructions during an emergency?
  21. If a portion of your community had to be evacuated, who would make the final decision?
  22. Do you have any recommendations to improve the ability of your office or your community to cope with emergency situations?
  23. Have you made or formalized arrangements to utilize existing local government manpower resources to aid your emergency organization?

#### QUESTIONS FOR DEPARTMENT OR SERVICE HEAD INTERVIEW

- Review operational assistance objectives
  - Discuss data collection (interview) requirements and activities
1. What has been the disaster history of the local government and what was your involvement in responding to the emergency?
  2. Were you involved in the development of the Emergency Operations Plans, including CSP?
  3. What responsibilities have you accepted under each of the plans?
  4. Do you have the resources necessary to support your responsibilities?
  5. If a disaster or emergency has occurred, were existing plans workable? Were plans changed based on lessons learned?
  6. How often do you test and update your part of the plans?
  7. Where would you and your staff operate from during an emergency or disaster? (Command and control or liaison?)
  8. What is your communications capability in support of emergency operations?
  9. What emergency reporting procedures do you use?
  10. What operating procedures do you utilize to keep track of committed and reserve resources?
  11. What kinds of training has your personnel had in coping with disaster situations?
  12. What types of displays, message/report forms and other materials would you need at your position in the central EOC? Other facilities?
  13. How are responses to disaster or emergency situations coordinated between the various local government departments and private sector?
  14. What kinds of essential information do you need to make a crisis decision?
  15. Do you know of specific areas of emergency readiness that can be improved upon by the local government, State, and/or Federal assistance?



LOCAL CIVIL DEFENSE/CIVIL PREPAREDNESS DIRECTOR OR COORDINATOR AND CD STAFF  
INTERVIEW

- Review operational assistance objectives
- Discuss data collection (interview) requirements and activities
- Review Director/Coordinator and his staff status: FT paid; PT paid (hours per week); volunteer - FT, PT, etc.; professional training taken, e.g., DCPA Home Study or resident Staff College courses; special orientations, etc.

A. Status of Civil Defense

1. How is the local government organized to do business on a day-to-day basis?
2. Does this organization change in the event of a disaster or emergency? Local CD ordinance enacted? Advisory Council established and active? Emergency organization chart published?
3. Where and how does the civil defense director and his staff fit into the organization of the local government?
4. What are the working relationships between CD and the Chief Executive? Other departments/agencies?
5. What is the general attitude to the elected/appointed officials toward the local government emergency response capability?
6. What is the general feeling of the public toward disaster preparedness?
7. What have been the major "milestones" in the development of a meaningful civil defense program for the local government?
8. What have been the major "road blocks" to the development of a meaningful civil defense program for the local government?
9. Is there adequate in-depth staffing for emergencies? Role of volunteers? How many and where used?

B. Emergency Operations Planning

1. Do emergency operations plans exist?
  - (a) If so, do these plans include provisions for nuclear attack and peacetime disasters? What assumptions? Relevant to current community disaster hazards?
  - (b) How current are these plans?
  - (c) Is a current inventory of operations support resources maintained? Are telephone numbers (day and night) of key staffs kept current?
2. What is this local government's concept of operations (centralized or decentralized)?
  - (a) Would this concept of operations apply to all disaster situations? If differences, why?
3. Who in the local government actively participated in the development (planning process) of the existing plans?
  - (a) If more than CD involved, how was this participation obtained?
  - (b) If no involvement other than CD, why?
  - (c) Adequacy of procedures to request military, other State or Federal assistance?
4. What has been this local government's experience as a result of actual disaster involvement?
  - (a) Were existing plans followed and how effective were they? Mutual-aid agreements invoked?
  - (b) Do current plans reflect lessons learned?
  - (c) How about mobile home tie-down? Guidance given? Inspections?
5. Which local government departments/services would be involved in responding to disaster situations?
  - (a) Would these be the same for all types of emergencies?

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- (b) Have primary and support responsibilities been agreed upon and assigned to each of these departments/services? Mutual aid plans or agreements with appropriate adjacent jurisdictions? How often exercised? Yearly?
  - (c) Are all department/service personnel familiar with their emergency responsibilities and assignments?
  - (d) Where would each of these departments/services operate from during disaster situations?
  - (e) Who is responsible for directing the emergency activities of each department/service (i.e., command and control, liaison, etc.)?
6. Has a Community Shelter Plan (CSP) been completed for this local government?
- (a) If so, how current/accurate is the CSP? Signed by current Chief Executive? Distributed? When?
  - (b) If no CSP, what have been the obstacles?
  - (c) Who participated in the development of the CSP?
  - (d) Have all of the planning provisions necessary to its successful activation been completed?
  - (e) Do local government emergency forces know their responsibility and assignments if the CSP is activated? Are newspaper mats or photo negatives ready for dissemination when needed?
7. Are the emergency operations plans and CSP based upon actual present day capability and existing resources?
8. What increased readiness planning has been accomplished? What types of disaster?
- (a) Is this IR planning based on realistic assumptions for this local government?
9. Has there been recent and specific planning accomplished to handle deficiencies that exist in the local government's current capability?

10. Have the emergency operations plans for this local government been exercised during training sessions designed specifically to assess the validity of the plans? What was the role of the local director/coordinator?
11. Status of support annexes to basic operations plan (including natural or peacetime disaster plans)? All complete and current? Directions and Control? (EOC organization and SOP's)? Shelter? Warning? (both public warning and alerting key officials)? Communications? IR, RADEF, EPI, Fire and Rescue? Legal documents current: ordinances, executive orders, etc. Police (legal documents, current)? Public Works? Health - Medical? Welfare (coordination with ARC)? Schools? Industry? Utilities?

C. Emergency Operating Facilities and Equipment

1. Does this local government have a central EOC or decentralized operating facilities?
  - (a) What is the PF of the facilities? EMP protected?
  - (b) Are these facilities sufficiently stocked and capable of self-contained operations for an extended period of time? Reliable emergency power? 14-day fuel supply?
  - (c) Is there enough space to accommodate all assigned emergency personnel?
  - (d) EOC manned 24 hours? After-hour coverage? Used day-to-day? If yes, how?
2. Would the central EOC or decentralized operating facilities be used for all types of disaster situations?
3. What communications capability do the operating facilities have for internal and external use? Communications between EOC and local operating forces, news media, hospitals, shelters and State communications system?
4. Are disaster information displays available and in place in the operating facilities?
  - (a) What kinds of displays exist?
  - (b) What is the planned use of these displays?

5. EOC improvements required to meet standards?

D. Emergency Operating Support Systems

1. What is the shelter facility and space situation in this local government?

- (a) NSS Status? How many shelters have been marked, licensed, and/or stocked?
- (b) How are the shelter facilities organized and equipped?
- (c) How many personnel are assigned to manage these shelter facilities? SM guidance in place?
- (d) Are these shelter spaces available for use in the event of of a peacetime disaster? If so, who would manage shelter under this condition?

2. What is the current disaster warning capability for this local government?

- (a) How is the system organized and what is the planned use?
- (b) If there is not adequate coverage for the public, what are the augmentation plans? Served by 24-hour warning point? 85% or greater outdoor warning coverage for urban population; severe weather warning procedures?
- (c) How frequently is the warning system tested? How is it maintained? Coordination with NWS?
- (d) How do you think the general public will react when warning of a possible disaster is sounded?

3. What is the current RADEF capability of this local government?

- (a) How is the RADEF system organized?
- (b) How many personnel are assigned? Trained? Four RM's for each shelter kit or monitoring station? Number of trained RDO's? IR, RADEF plans? List of RM's and RDO's up-to-date? Personnel still available? Periodic refresher training provided?
- (c) What is the PF of the fixed monitoring stations (FMS's)?

- (d) What type of communications do the FMS's have with the central EOC?
- (e) Would this system and personnel be capable of handling possible peacetime nuclear incidents?
- 4. What agreements does this local government have with the National Weather Service? Is there a NOAA TTY available?
- 5. Who is responsible for public information in disaster situations? How would this be handled? What would be usage of EBS system?
- 6. Status of EBS station (if any) - does it meet DCPA requirements?

E. Emergency Operations Personnel, Procedures, and Training

- 1. Have all emergency responsibilities been assigned and emergency staff positions filled by this local government?
  - (a) Is each position supported in depth? Deputy Director needed? RADEF? Other?
  - (b) Are these assignments accepted and understood by the people?
  - (c) Do these people know the types of decisions they would have to make in an emergency and the information they would need to make these decisions?
- 2. Are Standing Operating Procedures (SOPs) available for each EOC staff position?
  - (a) Are these SOPs consistent with current concepts, policies, etc.?
  - (b) If SOPs do not exist, why?
- 3. What procedures exist for maintaining records on the current status of resources? Are personnel familiar with these procedures?
- 4. Have procedures been developed for plotting information in the EOC?
  - (a) Have personnel been trained as to what should be displayed and where to obtain this information?

5. What mutual aid agreements and procedures do you have with adjacent local governments?
6. What procedures do you follow for requesting state agency support in the event that the local government is unable to contain a disaster situation?
7. What are the procedures for providing emergency public information for all types of disasters?
8. What procedures are followed in establishing priorities on available resources? Especially when demand might exceed supply?
- (a) Who is responsible for establishing these priorities?
9. Do emergency operations reporting procedures exist? Are all personnel familiar with these procedures?
10. What types of message/report forms exist for EOC/facility operations?
- (a) Do personnel understand their use?
- (b) What are the message routing procedures and are personnel trained to do this?
11. Do current resource listings exist?
12. What types of personnel rosters are maintained and utilized?
13. What is the status of personnel training in this local government?
- (a) RADEF (RM and RDO)?
- (b) Shelter Managers?
- (c) Auxiliary Police and Fire?
- (d) EOC staff?
- (e) CD staff?
- (f) General Public
14. When was the last disaster exercise held in this local government?



(a) What type of exercise and who participated? EOS? Nuclear war or peacetime disaster scenario? Operational elements or systems exercised (communications, warning, RADEF, alert of key officials)? Total systems exercised? Multi-level/multi-jurisdiction exercising.

(b) Are additional exercises needed?

15. What types of CD motivational courses/programs have been used?

## ADMINISTRATIVE AND FISCAL

### Administrative

1. Where is the CD office located and what are the regular hours of operation? Are there after-hours arrangements?
2. From whom does the CD Director receive directions?
3. Are regular reports submitted to appropriate local authorities e.g., an annual report.
4. Is adequate staff support available to the CD Director?
5. What special office equipment is needed, available, and usable?
6. How can the administration of DCPA and other Federal agency assistance programs be improved?
7. How can the general local administration of CD be improved?
8. How are lists of volunteers kept current?
9. How are fiscal and program records maintained and updated?
10. Are inventories of CD equipment maintained? By whom and how often are they made?

### Fiscal

1. Is the budget sufficient to meet the needs of CD?
2. What are the future budget projects?
3. How does your CD budget compare with similar localities?
4. Are CD expenditures reviewed?
5. How can CD fiscal practices be improved?
6. Are you familiar with the Federal financial assistance procedures?
7. Are you familiar with the provision of the National Flood Insurance program and eligibility requirements?

MILITARY (Including Reserves)

1. Are any State National Guard military units permanently located in the locality? Federal military Reserve units? U.S. Coast Guard?
2. Under what circumstances could they be used in a disaster?
3. What type of military unit is available (engineer, hospital, etc.)? What type of assistance (planning, disaster operations, etc.)?
4. Is military equipment available during disasters or disorders? What types? What are the provisions of State CD/CP plans? Are the limitations of Federal military assistance known?
5. Do relevant military support units have written plans for local civil disorder support? Disaster assistance?
6. Who has authority to cause military assistance in disaster to be furnished to civil authorities?
7. If there is authority to render assistance such as the use of military vehicles, from whom must such a request be received?
8. In the event a State of Emergency is declared by the governor and the National Guard activated, have local plans of action and responsibilities been developed with local officials?
9. Are the potential advantages of MOBDES help in planning known?

## COMMUNICATIONS AND WARNING

### Communications

1. Does local jurisdiction have a communications plan?
2. When was plan written? \_\_\_\_\_ Updated? \_\_\_\_\_ Is plan current? \_\_\_\_\_ (yes or no) (must be updated every two years).
3. Do current plans conform to appropriate Federal guidelines?
  - (a) Purpose
  - (b) Emergency communications center
  - (c) Functions
  - (d) Organization and Authorization
  - (e) Communications Inventory
  - (f) Activation and Staffing
  - (g) Supplies, training, security, maintenance
  - (h) Deficiency statement
  - (i) EMP protection
4. Emergency Operations Center Data
  - (a) Emergency power KW \_\_\_\_\_
  - (b) 14 day fuel supply \_\_\_\_\_ what kind \_\_\_\_\_ (gas-oil)
  - (c) Protection factor \_\_\_\_\_ How obtained
5. Does the locality have a RACES PLAN or other plan for the use of a citizens radio service (CB)?
  - (a) If so, when was the plan written?
  - (b) When was it last updated?
  - (c) Who is the local radio officer assigned by the Civil Preparedness Director.

Warning

1. Does local jurisdiction have a warning plan? (yes) \_\_\_\_\_ (no) \_\_\_\_\_
2. When was plan written? \_\_\_\_\_ Updated? \_\_\_\_\_ Is plan current? (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (must be updated every two years).
3. Does current warning plan have as a minimum, the following?
  - (a) Purpose
  - (b) Organization
  - (c) Specified control point location
  - (d) Is control point staffed, on a 24 hour basis? (yes) \_\_\_\_\_ (no) \_\_\_\_\_
  - (e) Does plan show who is responsible for operation of control point?
  - (f) Does plan show source and fan-out of warning? Procedures for national disasters?
  - (g) Is there a warning device inventory? Siren \_\_\_\_\_ Horns \_\_\_\_\_ Other \_\_\_\_\_ How often tested?
  - (h) Is there a siren coverage map?
  - (i) Is there a take-cover and natural disaster operations section?
  - (j) Is there a deficiency statement?
4. Where is the point of entry to the locality for warning?
5. What cities, villages, or other concentrations of populations (if a county) do not have sirens or other warning devices?
6. Does the locality have an NWS wire drop into the EOC or control center? What NWS office is responsible for weather warnings in the area?

## TRAINING

### 1. State CDUEP or CDE training assistance

- (a) What CDUEP or CDE training programs have been held in the jurisdiction?
- (b) Are rosters available at the local level of persons participating in these courses?
- (c) In general, how successful has this training been? Have any serious problems been encountered?
- (d) In what areas has CDUEP or CDE training been most successful?
- (e) What type of training is needed? Give jurisdiction and nature of priority.
- (f) How might the State training assistance effort be improved?

### 2. Staffing Needs

- (a) How many Radiological Monitor (RM) and Shelter Manager (SM) specialists have been trained? How many are available for service? How many more are needed?

	Number <u>Trained</u>	Number <u>Refresher Trained</u>	Number <u>Available</u>	Number <u>Needed</u>
<u>Specialist</u>				
RM				
SM				

- (b) Refresher Training:

What type of refresher training have the above specialists received?

How frequently is refresher training held and/or how often do these specialists practice or review their functions?

What is the general level of competency for the above specialists?

- (c) What CD positions are vacant and should be filled? List and rank in order of priority.

- (d) What are the training problems associated with filling these positions?
- (e) What training programs are needed to qualify people for these positions?
- (f) If training programs were offered, are there sufficient numbers of persons available to participate in training?
- (g) Once training is completed, what problems, if any, are anticipated in getting people to assume their CD responsibility?
- (h) What has the local CD director done to secure needed training to fill vacant positions? What problems have been encountered? How successful has the local CD director been in securing needed training?
- (i) How much support and cooperation does the local governing body lend to CD training?
- (j) Instructor Readiness:

How many of the instructors listed below have been trained?  
 How many are available for instructional assignment?  
 How many are willing to instruct as a volunteer, without pay?

<u>Instructor</u>	<u>Instructors Trained</u>	<u>Instructors Available</u>	<u>Volunteer W/O Pay</u>
SMI			
RMI			
RDO			

How often have the instructors been used during the past year?  
 Within the past five years? How many have never been used?

<u>Instructor</u>	<u>Number Available</u>	<u>Used Within Past Year</u>	<u>Used Within Past 5 Years</u>	<u>Never Been Used</u>
SMI				
RMI				
RDO				

What types of refresher training have the above instructors had?  
 How many have participated?

- (k) How are persons selected for training to fill vacant CD positions?



### 3. Inventory of local programs

- (a) What other training activities not mentioned above have been conducted? List each program and identify.

When conducted?

How many participated?

Who attended or nature of the group?

Who provided the instruction?

Where was the training held?

How successful was the program?

- (b) What facilities are available in the community to conduct training programs? How many will each accommodate? What does it cost to use them? How suitable are each?
- (c) What funds are available at the local level for CD training and education? What other sources of funds may be available - both public and private? Approximately how much may be available?
- (d) What problems, other than financial, are encountered in sponsoring CD training at the local level? What are the alternative solutions?
- (e) What problems, other than financial, have been encountered in securing desired CD training for the local director? Has he attended Staff College? If so, when and what courses? Is he available for further Staff College training? If not, why?

## COMMUNITY SHELTER PLANNING

1. Are CSP objectives understood by:
  - (a) The local civil preparedness coordinator?
  - (b) Local elected officials?
2. Is a CSP for the community:
  - (a) Current? When last developed or last updated?
  - (b) Under development or revision?
  - (c) Outdated?
3. Is the public aware of the existence of a CSP?
4. Is the CSP based on the "all effects" survey?
5. What percentage of the population would be protected from fallout under a tactical movement? Strategic movement?
6. Under the nuclear effects provisions of the CSP, what is the allocation of the population to:

Public shelter	_____	number	_____	%
Home shelter	_____	number	_____	%
Public shelter				
to be upgraded	_____	number	_____	%
Expedient public				
shelter	_____	number	_____	%
7. What requirements and provisions exist for incorporation of shelter in public facilities? Privately owned facilities? What benefits have accrued?
8. What percentage of the population would be protected from each specific type of natural disaster to which the community may be subjected:
  - (a) Under tactical movement?
  - (b) Under strategic movement?

Is the public aware of the existence of these plans?

9. Are there adequate provisions for dissemination of shelter information by television, radio, and newspaper under both tactical and strategic movement situations? Where are copies of this information maintained.
10. What are the capabilities and limitations of communications systems available for use in the shelter system during an emergency?
11. What improvements are needed in shelter utilization planning with respect to:
- |              |                |
|--------------|----------------|
| Water        | Communications |
| Food         | Warning        |
| Sanitation   | Transportation |
| Medical Care | Public Safety  |
| Utilities    |                |
12. What is the status of shelter management: (a) assignment (b) training?
13. What is the status of shelter radiological monitor: (a) assignment (b) training?
14. Are radiological monitoring kits: (a) located in shelter facilities or (b) covered by a practical plan for emergency distribution to shelter facilities?
15. Are there practical plans for emergency marking of shelter facilities for: (a) nuclear effects emergency, and (b) natural disaster emergencies?

COMMUNITY SHELTER PLANS

1. Has a CSP been completed for the community? \_\_\_\_ (yes) \_\_\_\_ (no)  
If yes, when? \_\_\_\_\_
2. Who prepared CSP?  
\_\_\_\_ If by Federal contract, who? \_\_\_\_\_  
\_\_\_\_ State CSP staff  
\_\_\_\_ Local staff  
\_\_\_\_ Other; explain \_\_\_\_\_
3. Has the CSP been updated? \_\_\_\_ Yes \_\_\_\_ No  
If updated, when? \_\_\_\_ If not, is updating needed? \_\_\_\_
4. Has CSP been adopted or approved by the local government?  
\_\_\_\_ Yes \_\_\_\_ No If so, when? \_\_\_\_\_
5. Based on CSP, what amount of the community's population is slated for the following types of protection?  
Public Shelter \_\_\_\_\_ (number) \_\_\_\_\_ %  
Home Shelter \_\_\_\_\_ (number) \_\_\_\_\_ %  
Improvised Shelter \_\_\_\_\_ (number) \_\_\_\_\_ %
6. Does local Civil Preparedness Director understand the CSP?  
\_\_\_\_ Yes \_\_\_\_ No Familiar with policies?  
\_\_\_\_ Yes \_\_\_\_ No Familiar with maps, if any?  
\_\_\_\_ Yes \_\_\_\_ No Does he know the objectives of CSP?
7. Has the CSP Emergency Public Information been distributed to the public? \_\_\_\_ Yes \_\_\_\_ No If so, when? \_\_\_\_\_
8. What method of CSP distribution to the general public has or will be used?  
\_\_\_\_ Newspaper insert \_\_\_\_ Direct mailing

\_\_\_\_\_ School children \_\_\_\_\_ Pick-up points  
\_\_\_\_\_ Other, explain \_\_\_\_\_

- (no) 9. If the CSP has been distributed to the public, was a public information program conducted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, which of the following means were used?

\_\_\_\_\_ Spot radio announcements  
\_\_\_\_\_ Newspaper releases  
\_\_\_\_\_ Speeches to service clubs  
\_\_\_\_\_ Briefings for government officials  
\_\_\_\_\_ Other, explain \_\_\_\_\_

10. Is the CD Director capable of accomplishing redistribution of the CSP during time of international tension, in relation to other activities scheduled for that time? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Is the plan for marking unmarked buildings completely operational?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If not, what level capability has been developed:

\_\_\_\_\_ 90%  
\_\_\_\_\_ 75%  
\_\_\_\_\_ 50%  
\_\_\_\_\_ 25%  
\_\_\_\_\_ None

12. Have any local ordinances, resolution, or policy statements been adopted by the governing body or school board requiring public shelter in new buildings?

\_\_\_\_\_ All buildings  
\_\_\_\_\_ Only public buildings  
\_\_\_\_\_ Only schools  
\_\_\_\_\_ Other, describe \_\_\_\_\_

13. If shelter space has been successfully included by ordinance, resolution, or policy statement application, describe accomplishments since inception.

No. of buildings constructed \_\_\_\_\_

No. of spaces included \_\_\_\_\_

14. If the CSP is for a community that is a part of a larger metropolitan areas, is it coordinated with the CSP's of adjacent communities?

\_\_\_\_\_ Yes \_\_\_\_\_ No

15. If the community does not have an EOC, has an "interim EOC" been selected as part of CSP and emergency planning? \_\_\_\_\_ Yes \_\_\_\_\_ No

16. If an "interim EOC" has been selected, describe the type of facility?

\_\_\_\_\_ Public building, type \_\_\_\_\_

\_\_\_\_\_ Private building, type \_\_\_\_\_

17. Have natural disaster instructions been integrated into the CSP?

\_\_\_\_\_ Yes \_\_\_\_\_ No

18. Shelter manager's status: Two trained per shelter? One SM per 150 spaces? SM's contacted to ascertain current availability? Refresher training scheduled? IR plans firm?

POLICE SERVICE

(Special attention: manpower, auxiliary forces and equipment).

1. Have you had any recent changes in manpower or equipment?
2. Do you have a written plan for police services in a disaster such as a tornado or civil disorder?
3. Cognizance taken of LEAA funding procedures under the Safe Streets Act?
4. Are other municipal departments such as the fire department or public works, incorporated in your plan?
5. What arrangements do you have for mutual aid with other jurisdictions?
6. Is your mutual aid agreement in compliance with State law?
  - (a) Is it a written document?
  - (b) Have the local governing bodies approved the agreement?
  - (c) What kinds of emergency will activate the mutual aid pact?
  - (d) What specific person will declare the emergency?
  - (e) What local official is authorized to request mutual aid?
  - (f) How is payment for services spelled out?
  - (g) What are the powers, duties, and responsibilities of the assisting departments?
  - (h) Under whose authority will assisting departments be directed?
  - (i) How are items such as compensation, disability, retirement, and furlough payments treated in the agreement?
  - (j) In the event an equipment item such as a police car is destroyed, whose responsibility is this loss?
  - (k) Has the mutual aid agreement ever been implemented? When?
  - (l) Which political subdivisions were involved?

- (m) What has been the success of the involvement of the agreement?
- (n) What joint training have the participating departments had in mobilization for mutual aid?
- 7. What equipment is your department lacking which you feel would be necessary in an emergency?
- 8. Where would you obtain emergency lighting when needed? Rope, barricade materials?
- 9. What detention facilities do you have?
  - (a) What is the local jail capacity?
  - (b) What facility would you use if the normal ones were filled to capacity?
  - (c) What means of mass transporting prisoners do you have?
  - (d) What provisions do you have for mass arrest?
  - (e) How would you coordinate county or state police assistance if necessary to call on them?
    - 1. Command structure?
    - 2. Responsibility?
    - 3. Liaison?
- 10. What building would you plan on using as a temporary morgue if you had a plane wreck with mass deaths?
- 11. Do you have a National Guard installation in the locality or vicinity?
  - (a) Have you developed liaison with that agency in the event they are called in to assist?
  - (b) Who is the nearest local National Guard commanding officer?
  - (c) What equipment and personnel does that agency have available to assist you?
  - (d) What provisions have you made for coordinated street action with the National Guard in conjunction with your officers?



12. What is your department's level of capability and training in civil disorder and disaster?

(a) Has your department personnel received civil disorder training?

13. Do you have an auxiliary police force?

(a) What training have they received? How often?

(b) What is the size of the force and the qualifications for membership?

(c) What equipment is available for their use after your entire regular force is committed? Gas masks?

(d) What specific functions would the auxiliary force be assigned to?

14. Bomb threat procedures? Personnel trained in EOR, EOD? Do you know where to obtain EOR training assistance?

15. Number of men on force: Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Volunteer \_\_\_\_\_

How many men available on each shift?

16. Number of police vehicles \_\_\_\_\_. With communications \_\_\_\_\_  
Type van - station wagon, sedan, truck? What geographic area do you cover? How many stations with men and vehicles do you maintain in this area?

17. Police communications system (describe briefly - 24 hour service; who dispatches cars; does system handle more than police traffic; what other agencies can be contacted via police radio and communications center; how are off-duty or auxiliary police called out; discuss central dispatch concept and the 911 system).

18. What other police units do you normally work with and on what problems? Does your department have mutual aid agreements with other police departments?

19. What other government or private agencies do you normally work with, and on what problems? Do you maintain resource lists for special equipment, etc?

20. How is your department notified of an emergency? Who, if anyone, does your department then notify?
21. What is the function of civil defense in your community as you see it? What is the police function as it relates to civil defense in your community? Do you have a specific civil defense assignment?
22. What potential hazards exist in or around the community which could affect your organization? What role would your department have in each disaster?
23. Do you have auxiliary power and fuel supply for your station house( ); communications equipment ( ); repeater stations ( )? Can your patrol cars obtain gas during a general power failure?
24. How does your department coordinate with others and your chief executive during a prolonged emergency (one or more days)? Is there an EOC or other arrangements?
25. CSP - Is your department familiar with CSP? Have you developed traffic control plans to support CSP? Are police assigned to fallout shelters?
26. Personnel trained in radiological monitoring?

FIRE SERVICE

1. Is there a Fire Annex to EOP? Did fire personnel assist in preparation?
2. Disaster history and fire service's involvement in responding.
3. What are fire service responsibilities under the plan?
4. Does service have the resources necessary to support responsibilities? Needs?
5. How does fire service receive warning of severe weather? Nuclear attack?
6. Communications capability?
7. Mutual Aid Agreement exist? Written or informal unwritten?
8. Is rescue squad a part of the fire department?
9. Do fire auxiliaries exist? Are they trained?
10. Is there a decontamination plan?
11. Is a fire representative assigned to the EOC?
12. Is there an inventory of fire resources?
13. Are firemen trained in radiological monitoring? How often is refresher training given?
14. Were the department size, equipment list, and fire loss statistics checked prior to interview?
15. Fire Service:
  - (a) Current manpower? Full time? Volunteers?
  - (b) Type of vehicles?
  - (c) Radio communications?
  - (d) Method of alerting firemen?
  - (e) Do you have mutual aid with other jurisdictions?

1. With whom?
2. Formal documentation or loose verbal agreement?
16. Does the fire department participate in bomb searches? If so, have they been adequately trained?
17. In what areas of concern do you feel training should be conducted?
18. What out of the ordinary hazards are present in your jurisdictions?
  - (a) What special fire fighting equipment do you lack to control such fires? Foam? Self-contained breathing apparatus?
19. What specific pieces of equipment do you lack which you feel are necessary for your department?
20. Does your department have a fire prevention function?
  - (a) Is any specific officer assigned to this function?
  - (b) Is such an inspector authorized by the city to be a member of the State Fire Inspectors Society and to attend training seminars?
  - (c) Has your jurisdiction adopted any national fire code?
21. Fire communications system (describe as follows: 24-hour service; dispatching system; does communications system handle more than fire traffic; what other agencies can be contacted via fire radio and communications center; how are firemen called out; and discuss central dispatch concept and/or 911 system.) How is your department notified of an emergency? Who, if anyone, does your department then notify?
22. What other government or private agencies do you normally work with and on what problems? Do you maintain resource lists for special equipment, etc.?
23. What is the function of civil preparedness in your community as you see it? What is the function of your organization as it relates to civil preparedness? Do you have a specific civil preparedness assignment?
24. What potential hazards exist in or around the community which could affect your organization? What role would your department have in each type of disaster?

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25. In the kinds of emergency situations that could affect your community, what type of additional assistance would your department need? Is it available? What kinds of assistance could your department give to other departments?
  26. Do you have auxiliary power and fuel supply for your station houses ( ); communications equipment ( ); repeater stations ( )? Can your fire vehicles obtain gas during a general power failure?
  27. Is your department familiar with the Community Shelter Plan (CSP)? Where would firemen be sheltered in a fallout situation?
  28. Are your sirens, or other parts of your communications system, to be used for attack warning to the public? If so, where is the NAWAS drop, who turns on the siren switch, and who maintains this warning system? Is this system used for severe weather warning? Are there procedures for feed back of weather information to the National Weather Service?
  29. Does your department have specific SOP's for identifying and dealing with hazardous materials?
  30. Does your department have a role in bomb threat procedures or general search and rescue operations?
  31. Have your men received any special training for emergency situations which could develop in your area? (Examples - train wreck, highway accidents, chemical or propane fires, airplane crash, etc).
  32. Does your department participate in exercises and training either within the department or with other organizations in the community?
  33. Do you have any recommendations to improve the ability of your department or community to cope with emergency situations?
  34. Does the Fire Department handle rescue? If not, who does? What rescue training has been given: basic and light rescue? What percentage of the force trained? Refresher training? What training facility used? IR plans? Peacetime rescue procedures?

RADIOLOGICAL DEFENSE (RADEF)

1. Has a RADEF Annex been completed for the jurisdiction? If yes, when\_\_
2. Have RADEF assignments been made to those departments, agencies, or commissions which have a mobile, man-made, or peacetime mission? Which ones?\_\_\_\_\_
3. How knowledgeable is the CD Director/Coordinator about his RADEF program? Specifically concerning policies and guidance, the reporting system staffing needs -- (RMI, RDO, and monitors), and the instrument exchange program, inspection, and operational checks, including fresh batteries every 6 months?
4. Have trained monitors been assigned to appropriate stations and required to handle inspection, operational checks and reports?
5. Are weekly or monthly reports received from selected monitoring stations?
6. Are the above reports actual readings for the locality?
7. Is there a continuous RADEF training program including refresher training?
8. How is new information given to the RADEF Staff?
9. If an EOC exists, does it have adequate communications to receive RADEF reports?
10. Is there a peacetime radiological accident plan?
11. What local departments has the above plan been coordinated with?
12. What about coordination with those who use radioactive isotopes, such as industry, medical, and educational institutions?
13. Are there nuclear power plants in area, and have appropriate contingency plans been made?

### EMERGENCY PUBLIC INFORMATION

Questions for the media: Newspaper, Radio, Television

1. What area do you cover and approximately how many people within the On-Site area are listeners, viewers and subscribers?
2. Statistics:
  - a. Daily newspapers - Total circulation \_\_\_\_\_; circulation within On-Site area \_\_\_\_\_. Weekly newspaper(s) \_\_\_\_\_ Circulation \_\_\_\_\_.
  - b. Radio - AM ( ); FM ( ); operating hours \_\_\_\_\_.
  - c. Television - Cable TV ( ); Broadcast TV ( ); operating hours \_\_\_\_\_.
  - d. MUZAK or other systems \_\_\_\_\_.
3. What do you see as your organization's role in reporting emergency public information from local government?
4. Who is your normal contact in local government for news items? Who handles the emergency public information for local government?
5. What local government agencies do you normally work with in generating stories of public interest?
6. How is your organization notified of an emergency situation and what is your normal response?
7. What is the function of civil preparedness in your community as you see it? Are you aware of any emergency public information procedures for the local government?
8. What potential hazards exist in or around the community which would result in extensive news coverage by your organization? Which of these hazards could adversely affect your organization?
9. What kinds of assistance can you offer local government in an emergency? Would your radio-equipped vehicles be able to assist in disaster communications?

10. Do you have auxiliary power and fuel supply for your operating equipment?
11. How do you coordinate with local government departments and the local chief executive during a prolonged emergency (one or more days)? Is there an EOC procedure or other arrangement?
12. Is the severe weather weather warning procedure you now use adequate?
13. Does your organization give news or feature coverage of disaster exercises or similar preparations in your community?
14. Do you have recommendations to improve the ability of your organization or the community to cope with emergency situations?



## SCHOOLS

1. Regular duties and responsibilities of person or organization toward students and how these responsibilities are affected by emergency situations.
2. Number of schools in system \_\_\_\_\_; and geographic area covered.
3.

<u>Grades</u>	<u>No. Students</u>	<u>No. Teachers</u>	<u>Support Staff</u>
Elementary (Grades 1 - 6)	_____	_____	_____
Junior High (Grades 7 - 9)	_____	_____	_____
High School (Grades 10 - 12)	_____	_____	_____
College (2-year)	_____	_____	_____
College (4-year)	_____	_____	_____
Communters	_____		
Resident	_____		
4. Number of school buses \_\_\_\_\_; how many have communications; \_\_\_\_\_; miles traveled daily \_\_\_\_\_; urban or rural routes \_\_\_\_\_; and are buses owned or leased?
5. Are bus drivers trained in first aid? What emergency procedures are the bus drivers instructed in?
6. What is the function of civil preparedness in your community, especially as it relates to your organization?
7. What potential hazards exist in or around the community which could affect your school or school system? What role would you play in each type of emergency situation?
8. Do you have any written plans or standard operating procedures for emergencies? Do these plans cover both nuclear and natural disasters? Are these plans up to date, and how often are they reviewed or practiced? Drills? How do you receive weather warnings?
9. How many of the following do your plans cover?

Continuity ( )	Severe Weather ( )
Bomb Threats ( )	Demonstrations ( )
Fire ( )	Utility Emergency ( )
Serious Illness ( )	Injury ( )
Nuclear Attack ( )	Best Tornado Protection ( )

10. Are your faculty members trained in any of the following?  
First Aid ( ); Medical Self-Help ( ); Shelter Management ( );  
RADEF ( ).
11. Is there any emergency preparedness training given to students using material such as, "Your Chance to Live, " "Environmental Realities" and "Games That Teach"? civil preparedness material incorporated in the general curricula (general science and physics, social studies, civics, etc.)?
12. Does your school(s) have auxiliary power in case of power failure? How long would the fuel for this auxiliary power last?
13. Do any of your buildings have rated fallout shelter? Are you familiar with the CSP for your area?
14. Classes in trailers or light temporary buildings? Are they tied down?
15. Are there any agreements with civil preparedness or Red Cross to use your facilities as natural disaster shelters?
16. Do you have any recommendations to improve the ability of your school or community to cope with emergency situations?

EMERGENCY HEALTH SERVICES (EHS)

1. Is training similar to Medical Self-Help offered on a regular basis in your community? Status - how many persons trained per family?
2. Do all essential health facilities have adequate and stocked fallout shelters?
3. Does each essential health facility have a radiological monitoring capability?
4. Do all health personnel have emergency assignments to an essential health facility? Assigned to shelter?
5. Is training in disaster practices available to all professional and technical health manpower?
6. Are key staff members assigned and trained to man donated 200-bed Packaged Disaster Hospitals?
7. Has an emergency mission been assigned to each major health organization and facility as part of the over-all EHS plan?
8. Is there a current inventory of all health resources (e.g., health manpower, facilities, supplies, and equipment)?
9. Does the health agency have a capability to assess post-attack availability of, and to determine EHS requirements for, health resources?
10. Have arrangements been made to procure additional medical supplies in the event of a major disaster?
11. Do donated Packaged Disaster Hospitals have a 30-day operational capability?
12. Is there a workable system for the emergency salvage resupply, control, and distribution of health supplies?
13. Has responsibility for EHS been assigned to the local health director; or if none, to a local physician?
14. Is a fallout-protected emergency operations control center available for EHS use?

15. Does the EHS plan include arrangements for obtaining supporting supplies and services (e.g., transportation, communications, police, traffic control, feeding, water)? Tie-in with appropriate airport disaster plans?
16. Are mutual-aid arrangements with neighboring jurisdictions incorporated in the EHS plan?
17. Is the EHS plan tested and updated annually?
18. Do the hospitals conduct at least two disaster exercises a year?
19. When exercises are held, do local government agencies participate in planning exercises and lending support to the exercises?
20. Do all hospitals have adequate emergency power supply?
21. Is there a radio communications network between hospitals and between hospitals and ambulance services?
22. Are all hospitals in your county on the local fan-out call list?
23. Do you consult with representative members of the local associations and societies such as the Medical Society, Osteopathic Society, Nurses Assn., Dental Assn., Veterinarian Assn., Pharmaceutical Assn., and American Red Cross?
24. Have hospital administrators worked out arrangements with the local telephone company office for line load control in the event of a major disaster?
25. Describe the type of ambulance service available in the county.
26. Are you aware of the Emergency Medical Service programs of the Department of Transportation and Department of Health, Education, and Welfare? How they can help increase your emergency capabilities?
27. Personal and Family Survival (PFS)

Is PFS being taught to at least one full high school per year?

### HOSPITALS

1. Describe briefly the types of patients the hospitals normally handles. What geographic area do you serve?
2. Staff size and patient load:  
  
Number of Doctors \_\_\_\_\_  
Number of Nurses \_\_\_\_\_  
Other Staff \_\_\_\_\_  
Number of Beds \_\_\_\_\_  
Normal Patient Load \_\_\_\_\_
3. Does the hospital have radio communications with rescue or ambulance vehicles in the area? If so, what is the notification procedure? Can doctors communicate directly over this system?
4. What rescue squads, ambulance departments and other hospitals do you normally work with and on what problems? Does your hospital have formal mutual aid agreements with another hospital for mass casualties or special cases?
5. What other government or private agencies do you normally work with and on what problems?
6. What is the function of civil preparedness in your community, especially as it relates to your hospital?
7. What potential hazards exist in or around the community which could put a strain on the hospital? What would the role of the hospital be in each type of disaster?
8. Does the hospital have a disaster plan? Do the emergency plans include expansion of patient-care facilities, evacuation of hospital patients to other facilities, mass casualty procedures, increased security procedures, a reception area for relatives, and plans to obtain emergency supplies such as burn dressings, etc.? Provision for coordination with local CD?
9. In the kinds of emergency situations that could affect your community, what type of additional assistance would the hospital need? Is it available? What kinds of assistance could the hospital give to the community at large?

10. Do you have auxiliary power and fuel supply for the operating room and other essential facilities? Have you made arrangements for additional emergency power to use in the event of an extended power failure?
11. How would the hospital coordinate operations with the local government during a prolonged emergency (one or more days)? Is there an EOC procedure or other arrangement?
12. Does the hospital participate in exercises and training either alone or with other organizations in the community? How often? Who participates? Coordinate with local CD?
13. Do you have any additional recommendations to improve the ability of the hospital or the community to cope with emergency situations?

### AMBULANCE SERVICE

1. Regular duties and responsibilities of person and/or service. Do you handle both rescue and ambulance service, or only one? At the scene of a casualty, who handles: (1) Extri-cation; (2) stabilization of patient's condition; (3) transportation to hospital; and, (4) treatment during transportation?
2. Is your organization attached to another service (fire, police, etc.)? If so, describe your working relationship.
3. Number of men in organization:  
  
Full-time, paid \_\_\_\_\_  
Part-time, paid \_\_\_\_\_  
Part-time, volunteer \_\_\_\_\_  
Other \_\_\_\_\_  
How many men in a vehicle on a normal run \_\_\_\_\_  
Total members trained, in EMT \_\_\_\_\_
4. Number of vehicles: Heavy Rescue \_\_\_\_\_ Light Rescue \_\_\_\_\_;  
Ambulance \_\_\_\_\_; Combination \_\_\_\_\_. How many have  
communications \_\_\_\_\_? What geographical area do you cover?  
How many stations with men and vehicles do you have?
5. Communications System (Describe as follows: 24-hour service;  
dispatching system; does communications system handle other  
than medical traffic; what other agencies can be contacted  
with your radio or through your communications center; does  
hospital emergency room have radio; can you talk to a doctor  
directly, etc.)?
6. What other medical-related units do you normally work with and on  
what problems? Does your organization have formal mutual aid  
agreements with other rescue or ambulance departments? Who takes  
control at the scene? What arrangements are there for field  
triage in a multiple casualty?
7. What other government or private agencies do you normally work  
with and on what problems?
8. What is the function of civil preparedness in your community as  
you see it? What is the function of your organization as it relates  
to civil preparedness? Do you have a special civil preparedness  
assignment?

9. What potential hazards exist in or around the community which would require response by your organization? What role would your department have in each type of disaster?
10. Does your department have emergency plans or SOP's? Do these plans cover both nuclear and natural disasters? When were the plans last reviewed or updated? Are you familiar with the emergency functions of other departments?
11. In the kinds of emergency situations that could affect your community, what type of assistance would your department need? Is it available? What kinds of assistance can your department give other departments?
12. Do you have auxiliary power and fuel supply for your facility ( ); communications system ( ); repeater stations ( )? Can your rescue or ambulance vehicles obtain gas during a general power failure?
13. How does your department coordinate with other departments and the community chief executive during a prolonged emergency (one or more days)? Is there an EOC or other arrangement?
14. Is your department familiar with the CSP? Have your men been trained in RADEF?
15. What kinds of special rescue and ambulance training have your men received to handle their emergency duties? What is the minimum level of training required for men in your organization? What level of training have most of your men reached?
16. How many hospitals do you work with? How many can you communicate with from the scene? What is the range of your response times?
17. Do you have any recommendations to improve the ability of your organization or community to cope with emergency situations?



### WELFARE SERVICE

1. What is the responsibility of the local Welfare Service in nuclear and natural disaster situations and in preparedness measures?
2. Under what circumstances would the Welfare Services be activated?
3. What is the emergency staffing pattern, including size of staff and means of training?
4. Describe your emergency lines of succession for all key personnel.
5. Describe disaster plans and operating procedures of emergency welfare services, such as American Red Cross and other relief agencies.
6. Describe current disaster plans and operating procedures for emergency lodging.

### SOCIAL SERVICES SUPPORT ORGANIZATIONS

(Examples: Red Cross Chapter or Salvation Army)

1. Describe briefly the regular duties and responsibilities of this organization.
2. Personnel:  
Full-time employees \_\_\_\_\_  
Part-time employees \_\_\_\_\_  
Available volunteers \_\_\_\_\_
3. What other social service agencies do you normally work with and on what problems? Does your organization have formal mutual aid agreements with these agencies?
4. How is your organization notified of an emergency that would require your assistance? What is your initial response?
5. What is the function of civil preparedness in your community, especially as it relates to your department?
6. What potential hazards exist in or around the community which could affect your organization? What role would your organization play in each type of emergency?

7. Does your organization have emergency plans or SOP's? Do these plans cover both nuclear and natural disaster? When were these plans developed or last updated? Does your organization have only special emergency functions?
8. How would your organization coordinate with other departments and the local chief executive during a prolonged emergency (one or more days)? Is there an EOC procedure or other arrangement?
9. Have your personnel received any special training to help them cope with their emergency responsibilities?
10. Does your department participate in emergency exercises and training either alone or with other organizations in the community?
11. Do you have any recommendations to improve the ability of your organization or the community to cope with emergency situations?
12. Equipment in locality?
13. Personnel in locality?
14. Cots and blankets storage area?
15. Need to pre-designate natural disaster shelters? (ARC)
16. Blood arrangements? (ARC)
17. Cot and blanket distribution procedure plan needed?
18. Is local CD office kept up-to-date on ARC personnel and telephone number changes, including after-hours information?

## ENGINEERING, UTILITIES, AND TRANSPORTATION

1. What do you feel are the hazards associated with your activity that could have major effect on your employees, property and the general public? Experienced any emergencies of this nature?
2. What planning, organizing, etc., has been completed to cope with these potential disaster situations? Who is responsible for this activity? Do you have mutual aid arrangements? Were they ever used? Have you ever responded?
3. Does everyone who needs to, have knowledge of these plans? Are the resources to implement these plans available now? Are the plans coordinated within or with local government?
4. How do you get the tornado warning? Are there any problems? If needed, how can it be improved?
5. Don't you think that regular exercises/drills on the actions you would take if you experienced a disaster would be helpful? What would be the obstacles to doing this?
6. In a disaster, where would you operate from? Communications capability?
7. What are your recommendations or ideas on ways to improve the response capability of the government and your organization to cope with disaster situations?

## ENGINEERING

1. In what way does the emergency plan engineering annex procedures differ from the normal operating procedures?
2. What plans, maps, lists, etc., do you have in the EOC that are to be used in an emergency? Are they current?
3. Do you have a RADEF monitoring capability in the engineering service?
4. In case additional equipment is needed in an emergency - do you have the procedures to obtain what is required?
5. Are you familiar with Operation Bulldozer? Current inventory of private sector bulldozer maintained?

#### UTILITIES

1. Are industry plans in consonance with local government emergency plan? Is local government acquainted with your plans and procedures?
2. Do the peacetime emergency plans provide for moving people from threatened areas if necessary?
3. What do you believe to be your greatest hazard? What are you doing about it?
4. How are you relying on external help in an emergency?
5. Have all your resources been identified? And are they immediately accessible?
6. How do you get the warning of pending disasters? Natural Disaster?-et
7. Would security and communications be a problem in a disaster?

#### LOCAL GOVERNMENT PUBLIC UTILITIES DIRECTOR

1. Have emergency plans?
2. What are serious threats?
3. Is your communications system adequate?
4. Is emergency power adequate?
5. What are your personnel resources?
6. Are there any dams associated with your department?
7. Would periodic meetings of heads of emergency services to plan for Civil Preparedness be useful?

#### TELEPHONE UTILITY COMPANY

1. Do you have written emergency plans? Coordinated with local government?
2. Do you have line-load control?

3. What is your capability to provide emergency telephone service in event of disaster?

#### POWER UTILITY COMPANY

1. Do you have current disaster emergency plans?
2. Are you represented in the local government communication center in time of emergency?
3. Do you have adequate equipment and personnel to cope with power outages caused by severe weather?
4. Do your men receive first aid training?
5. Radiological monitoring?
6. Will nuclear power plants, if any, require coordinated planning with local governments?

#### TRANSPORTATION

1. Is there a high probability of a major transportation accident in your community? What is passing through your area?
2. What plans are there to cope with transportation hazards?
3. In case of an accident, are life saving plans coordinated with the hospitals, etc?
4. Who is responsible for emergency transportation in the locality, and are resource lists available and updated?
5. Do you know what to do in case of a highway accident involving radioactive materials? Poison chemicals?

#### AIRPORT MANAGER

1. What type of emergency plans do you have?
2. Do you have standby power? For navigation and runway lights?
3. Are simulated plane crash exercises held?
4. Are you short of emergency equipment?

5. What could be done to improve emergency capability in your community?
6. Fire fighting equipment?
7. Procedure for radioactive materials?
8. Disaster plan tie-in with appropriate local governments? Hospitals?
9. Radioactive material hazard and accident contingency planning? Need RADEF training? RADEF Home Study courses needed?
10. Crowd control facilities and procedures adequate in event of civil disturbance or demonstration?
11. Are there plans for handling bomb threats? Is training of protective personnel adequate?
12. Plans for local assistance in emergency up-to-date?

## PUBLIC WORKS AND HIGHWAY DEPARTMENTS

(Examples: State District Highway Department, County Highway Department, City Highway Department, City Water Department, City Parks Department, City Engineer.)

1. Regular duties and responsibilities of the person or department.
2. Number of employees \_\_\_\_\_; or if seasonal, variation applies from \_\_\_\_\_ to \_\_\_\_\_.
3. Number of Highway Department vehicles \_\_\_\_\_. Also a rough listing of general types of vehicles. How many have radio communications \_\_\_\_\_? What geographical area do you cover? How many stations or garages with men and vehicles do you have in this area?
4. Highway Department communications system (describe as follows: Is this system owned and operated solely for your department, or do you share the system with other agencies; how is dispatching done; what other agencies can be contacted via this system or on communications systems available at the communications center?)
5. What other government or private agencies do you normally work with and on what problems? (Do you maintain resources lists for special equipment?)
6. How is your department notified of an emergency? Who, if anyone, does your department then notify?
7. What is the function of civil preparedness in your community as you see it? What is the function of your organization as it relates to civil preparedness? Do you have a specific civil preparedness assignment?
8. What potential hazards exist in or around the community which could affect your organization? What role would your department have in each type of disaster?
9. Does your department have emergency plans or SOP's? Do these plans cover both nuclear and natural disaster? What is the date the plans were developed and who developed them? Does your department have any special emergency functions? Are you familiar with the emergency functions of other departments?
10. In the kinds of emergency situations that could affect your community, what type of additional assistance would your department need? Is it available? What kinds of assistance could your department give to other departments?

11. Communications capability: Do you have auxiliary power and fuel supply for your offices ( ); communications equipment ( ); repeater stations ( )? Can your department's vehicles obtain gas during a general power failure?
12. Water Supply: If pumping equipment fails, what is the estimate, in gallons, of water left in the system and for how long a period will it last? Do you know of DCPA engineering equipment (pumps, etc.), available for emergency?
13. How would your department coordinate with other departments and your chief executive during a prolonged emergency (one or more days)? Is there an EOC or other arrangement?
14. Have your men received any special training for emergency situations (RADEF, first aid, etc.)?
15. Local public works director.
  - (a) Does the Public Works Department have a printed emergency plan?
  - (b) Does the department have any responsibilities or special functions that they perform in an emergency?
  - (c) Does the locality have overall disaster plans?
  - (d) Do the city and county work together in disaster planning?
  - (e) Do you think it would be helpful to have the various local departments meet semi-annually or annually to discuss and develop disaster planning?
16. Does your department participate in exercises and training either within the department or other organizations in the community?
17. Do you have any recommendations to improve the ability of your department or community to cope with emergency situations?
18. Public Works Engineer
  - (a) Do you have capability to function in damage assessment?
  - (b) Do you think this responsibility should be formally assigned to your department in emergency operations plans?



INDUSTRIAL PLANT MANAGERS

1. Written emergency plans? Natural disaster?
2. Hazardous material? Drills on exercises held? How often?
3. Hazardous material transported?
4. Do you receive severe weather warnings?
5. Would you be able to provide assistance to local government in determining the nature of chemical spills and the extent of the hazard?
6. What are needs of community in area of emergency preparedness?
7. Would you favor periodic meetings to discuss emergency preparedness?
8. Do you have mutual aid pacts with adjacent industries?
9. Are you familiar with the Fort Gordon Industrial Security training available? Other such training including DCPA Staff College courses?

## APPENDIX C

### ON-SITE ASSISTANCE PROJECT SCHEDULE

The attached example project schedule should be reproduced and used as the basis for each OSA project schedule.

1. Relative Schedule - The numbers in this column refer to the days before (minus numbers) and the days after (plus numbers) the beginning of on-site readiness survey activities. The first day of on-site survey activities is referred to as Day Zero. The lead times represented here are "ideal" and are for planning purposes only.
2. Target Date - This column should be filled in as soon as possible after the initial contact is made with the community. These dates are "real" dates and should reflect the actual time available.
3. Date Completed - This column should be filled in as each activity is completed. The dates in this column are primarily of interest to the program manager.

### ON-SITE ASSISTANCE CHECKLIST

The attached On-Site Assistance Checklist is designed for OSA team internal use only. It is not intended to supplant present procedures, but tests in the field indicate that this checklist can be put to effective use. In the preparatory phase, it provides a reminder of points to be covered. Applicable parts of the checklist can serve as a review document in preparation for an interview. During the final stages of the interview process, it can be used to make sure that all of the important factors influencing emergency readiness capability in the community have been covered. It is not expected that all points on the checklist will be used for any one locality, but their applicability should be considered.

The list of items is tied in with local operational readiness criteria as specified in DCPA Standards for Local Civil Preparedness. It supplements existing OSA guidance and attempts to provide a comprehensive listing of points to be considered.

EXAMPLE ON-SITE ASSISTANCE  
PROJECT SCHEDULE AND ACTIVITY CHECKLIST

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
-42 Days* (6 weeks)			<p>(1) Local government initiates request for an On-Site Assistance project or State CD staff initiates contact with local government to "sell" them on the need for assistance. In either case the local should write a letter (over chief executive signature) to the State CD director requesting assistance.</p> <p>(2) State CD notifies DCPA Region of local government desiring an OSA project for discussion of "ballpark" scheduling of project and criteria for selection of local. Cognizance should be taken of FDAA and NWS recommendations concerning priority in disaster-prone localities for OSA. Consider existing Regional and State OSA workload before new OSA project commitment is made.</p> <p>(3) State CD staff member visits locality to discuss details of proposed OSA project with local CD director and selected officials. This discussion should cover the following:</p> <ul style="list-style-type: none"> <li>• General overview of OSA objectives with DCPA "Standards" as frame of reference.</li> <li>• Mechanics of an OSA project.</li> </ul>
-40 to 38 Days			

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
-35 Days (5 weeks)			<ul style="list-style-type: none"> <li>• Scheduling of "advance team" visit to locality for the purpose of developing detailed schedule and work plan.</li> </ul> <p>(4) State CD contacts DCPA Region to establish a firm project schedule and determine the makeup of the State/Region Team.</p> <ul style="list-style-type: none"> <li>• DCPA Region coordinates with FDAA, NWS, and other appropriate Federal agencies.</li> <li>• State designates team leader.</li> <li>• Region designates team leader.</li> <li>• DCPA Region reports proposed project schedule to DCPA Headquarters.</li> </ul>
-33 Days			<p>(5) State CD obtains background information/materials (advance preparations) from local government. It is the responsibility of the team leaders to see that each team member becomes as knowledgeable as possible about each of these areas.</p>
-30 Days			<p>(6) Team members are designated to work on project (State, Region, CDUEP, CDE, ARC, Federal Agency members, etc.). Members become familiar with background information on local.</p>
-21 Days (3 weeks)			<p>(7) State and Region OSA team leaders visit locality to conduct preliminary visit activities, including:</p>

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
			<ul style="list-style-type: none"> <li>• Brief local CD coordinator and selected staff in detail on OSA procedures and objectives.</li> <li>• Discuss examples and formats of summary and recommendations and action plan documentation.</li> <li>• Call on principal elected officials to discuss project.</li> <li>• Develop a list of individuals to be interviewed (name, title, address, business or profession, telephone number, key information for interviewers).</li> <li>• Establish agenda, time, place and format for project "kickoff" meeting with elected and appointed officials. Furnish local CD director with sample letter to be sent to each person to be invited to "kickoff" meeting and to be interviewed during project.</li> <li>• Establish interview appointment procedure with local director and selected staff.</li> <li>• Designate/locate work area or office space for OSA team to use for conferences, daily debriefings, writing, interviews, etc.</li> <li>• Prepare an OSA work plan and schedule of activities for the project to leave with local Civil Defense coordinator.</li> </ul>

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
- 18 Days			<p>(8) The OSA team leaders should make at least tentative decisions on the following:</p> <ul style="list-style-type: none"> <li>• Establish interview team composition (number of interview teams and number of persons on each team).</li> <li>• Pinpoint interviews that local CD director should attend (if any).</li> <li>• Establish daily team debriefing schedule and procedures to be followed (i.e., use of tape recorder, format to follow).</li> <li>• Set date to begin writing summary and recommendations.</li> <li>• Determine who from State and/or Region will have the responsibility for writing the reports.</li> <li>• Determine who will publish summary and recommendations, and specify format to be followed.</li> <li>• Determine source of needed administrative support (typing and reproduction).</li> </ul> <p>(9) Region team leader insures that a copy of work plan/schedule is distributed to each Regional Office Director as an alerting device of planned activities.</p>

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
-7 Days (1 week)			(10) Any last minute coordination activities between local/State/Region should be carried out during this week.
			(11) Region team members brief Regional Director, Deputy Director and appropriate Office Directors on project schedule and planned activities.
-2 Days			(12) Region team members assemble materials and self supporting supplies that may not be available in local or from State.
Day Zero			(13) State/Region OSA team members arrive on site (beginning of readiness survey). <ul style="list-style-type: none"> <li>• Assist local CD director in any way possible with last minute arrangements for "kickoff" meeting.</li> <li>• Set up work area for team operations.</li> <li>• Study interview appointment schedule.</li> <li>• Complete team and interview assignments for team members.</li> <li>• Make arrangements with local CD director to complete interview scheduling.</li> </ul>

RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
+1 to 10 Days Could be less days or more days based on complexity of local government.			(14) OSA team members carry out interviews with flexibility as necessary to complete survey as desired by local government.
+11 to 14 Days			(15) Complete first draft of summary and recommendations, and review draft with local CD director and key officials.
			(16) Confirm plans for presentation of recommendations to elected officials. <ul style="list-style-type: none"> <li>• Establish firm date.</li> <li>• Determine presentation format, including number of copies of document needed.</li> </ul>
			(17) Local CD director and OSA team members conduct project debriefing to discuss improvements in operating assistance approach and procedures.
+15 to 20 Days			(18) Responsible organization (State or Region) publishes summary and recommendations document (appropriate number of copies).
+22 Days			(19) Team leaders and local CD director formally present recommendations to local government elected officials.



RELATIVE SCHEDULE	TARGET DATE	DATE COMPLETED	ACTIVITY
			<ul style="list-style-type: none"> <li>• It should be pointed out to the officials that the recommendations are for their consideration and that a subsequent meeting with the OSA team should take place within the next 10 working days if possible.</li> <li>• A firm schedule for implementing locally approved recommendations should then be developed.</li> <li>• Provide news media with a brief description of recommendations presented to local officials.</li> </ul>
+32 Days			(20) The OSA team leaders return to local to fully develop the action plan. This schedule must be carefully worked out with the local CD director and key officials because it embraces firm commitments for the locality, as well as for State and Federal government support.
+40 Days (about 6 weeks)			(21) Responsible organization (State or Region) publishes action plan document and sends appropriate number of copies to local government.
			(22) Actual immediate follow-up assistance and continual follow-up activities begin and are carried out as reflected in the action plan.
			(23) Conduct Tests and Exercises as needed for evaluation and training.

## ON-SITE ASSISTANCE CHECKLIST

<u>Contents</u>	<u>Page</u>
I. Organization and Administration . . . . . (Legal, Fiscal Basics)	C-10
II. Local Civil Defense Director/Coordinator and Staffing . . . (Professional Training, Staff)	C-11
III. Facilities and Equipment . . . . . (EOC, Operational Capability and Support Systems)	C-11
IV. Training Programs . . . . . (Individual; Staff; Instructions for the Public)	C-15
V. Local Government Emergency Plans . . . . . (Hazard Analysis, Plans Readiness)	C-16
VI. Ability to Execute Emergency Plans . . . . . (Test, Exercises, Actual Disaster Experience)	C-17

I. Organization and Administration

A. General

1. Local Civil Defense ordinance enacted
2. Advisory Council established and active
3. Staffing in depth for emergencies
4. Coordination and support of other local agencies
5. Organization chart
6. Action plan to increase readiness
7. 1970 population or later data \_\_\_\_\_

B. Administration

1. Periodic written reports to local government authorities
2. Necessary background documents on hand
  - (a) DCPA and FDAA guidance materials
  - (b) HEW; LEAA; SBA; NOAA; AEC; OP/GSA; other
  - (c) State guidance
  - (d) Local guidance materials
3. Federal and State assistance
  - (a) Personnel and Administration
  - (b) Emergency Operating Center
  - (c) Communications/warning equipment
  - (d) Maintenance/recurring charges
  - (e) Surplus property
  - (f) Excess property
  - (g) State assistance
  - (h) Other Federal agencies
  - (i) State agencies
4. Current Annual CD budget (local plus any Federal Funds)
  - (a) Jointly funded CD program with other jurisdictions
  - (b) Other
5. Participation in National Flood Insurance Program

## II. Local Civil Defense Director/Coordinator and Staffing

- A. Local Director/Coordinator status (check as appropriate)
  - 1. Full-time paid
  - 2. Half-time paid
  - 3. Volunteer
  - 4. Merit system tenure
- B. Chain of command established
- C. Working relations with heads of operating departments
- D. Status of the professional training of local Director/Coordinator (overall)
- E. Status of key staff training
- F. Secretary
  - 1. Full-time
  - 2. Part-time
- G. Job description(s) and duties
  - 1. Merit system tenure
- H. Required elements of the emergency organization
- I. Staff personnel
  - 1. Paid under Personnel and Administration (No. \_\_\_\_\_)  
(DCPA matching funds)
    - (a) Full-time
    - (b) Part-time
  - 2. Volunteers (No. \_\_\_\_\_)
    - (a) Full-time
    - (b) Part-time

## III. Facilities and Equipment

- A. Emergency Operating Center (EOC) Facility
  - 1. Location of facility
    - (a) Built with Federal funds
    - (b) Inspected
  - 2. Fallout protection if in building in shelter survey
    - (a) Standard location
    - (b) Facility number
    - (c) Fallout protection
    - (d) EMP protection
    - (e) If not in survey, give best estimate of fallout protection

3. Adequacy of physical arrangements - (approximate size - sq. ft.)
4. Mechanical ventilation
5. Air conditioned
6. Emergency power  
No. of days connected fuel supply \_\_\_\_\_
7. Intra-EOC operations; journal and logs; message handling
8. Normal use of EOC
  - (a) Manned 24-hours each day
  - (b) Used for day-to-day activity
  - (c) Peacetime emergency uses
    - (1) Information gathering
    - (2) Communications
      - (a) Police
      - (b) Fire
      - (c) Medical emergency communications
      - (d) Ambulance dispatch
    - (3) Warning
9. EOC operational information development and reporting; communications; information display center; briefing procedures.
10. Emergency supplies
  - (a) Food
  - (b) Water
  - (c) Medical
  - (d) Administrative

B. Operational Capability and Support Systems

1. Warning Systems (overall)
  - (a) Availability of National Attack Warning
  - (b) Availability of weather warnings
  - (c) Local distribution
    - (1) Outdoor siren coverage  
(% of population \_\_\_\_\_)
    - (2) Local indoor (radio, TV, CAT TV, schools)
    - (3) Sirens activated at warning point
    - (4) Public informed of signal meaning and action to be taken
  - (d) Local warning plan  
How often tested
  - (e) Public notification (how). Are radio, TV and Bell and Lights used? Other?
  - (f) Policy for sounding established
  - (g) Natural disaster warning
  - (h) Other disaster emergency warning
  - (i) Warning point(s)
    - (1) Tie-in with EOC
    - (2) 24-hour manning

2. Communications Systems (overall)
  - (a) Local communications plan - approved
    - (1) Emergency communications planning report
  - (b) Primary communications
    - (1) To higher echelons
    - (2) To lower echelons
    - (3) To adjacent governments
    - (4) To operating units
    - (5) To appropriate military units
  - (c) Secondary emergency communications net
  - (d) Shelter communications tie-in with EOC
  - (e) Privately owned communications systems
    - (1) Muzak
    - (2) Cable TV
    - (3) Other
  - (f) 911 system
  - (g) RADEF data reporting to EOC
  - (h) Medical radio net
  - (i) Communications tie-in with broadcast stations
3. Fire and Rescue
  - (a) Training
    - (1) RM
    - (2) Rescue
    - (3) Peacetime incident training
  - (b) Full-time firemen
  - (c) Auxiliary and volunteer firemen
  - (d) Assigned RADEF monitoring stations
  - (e) Full-time rescue personnel
  - (f) Rescue personnel in the auxiliary
  - (g) Day-to-day equipment and facilities
  - (h) Emergency back-up equipment
  - (i) School and public transportation buses available
4. Police
  - (a) Full-time police
  - (b) Auxiliary and Reserve police
  - (c) Police assigned to shelters
  - (d) Civil disturbance, radiological and chemical hazards
  - (e) Bomb disposal training
    - (1) Explosive ordnance reconnaissance
  - (f) Day-to-day equipment and facilities
  - (g) Emergency back-up equipment
5. Health and Medical (overall)
  - (a) Inventory of hospitals. No. of hospitals \_\_\_\_\_
    - (1) Trained personnel regularly employed \_\_\_\_\_
    - (2) Available trained personnel not employed regularly \_\_\_\_\_
    - (3) RM training
  - (b) Hospitals disaster plans coordinated with local CD plan

- (c) Packaged Disaster Hospital (PDH-200 beds)
    - (1) Natural Disaster Hospital (50 beds)
    - (2) Hospital Reserve Disaster Inventory (HRDI)
  - (d) City and /or County Health Officials and private medical agencies involved in CD (i.e., Pharmacists, AMA, ARC, ANA, etc.)
  - (e) Emergency Medical capability (peacetime and wartime)
    - (1) Centralized or coordinated dispatch
    - (2) Ambulance service
    - (3) Emergency medical care adequacy
    - (4) Peacetime RADEF emergency training
    - (5) Tie-in with Army Reserve Medical Units
  - (f) Medical Self-Help status
- 6. Welfare Capability (overall)
  - (a) Coordinated plan for mass care
  - (b) All appropriate private and volunteer groups represented
- 7. Radiological Defense System (RADEF) (overall)
  - (a) RADEF monitors and officer(s) trained
  - (b) Shelter RADEF monitors trained
  - (c) Operational monitoring kits available
  - (d) Shelter monitoring kits available
  - (e) Monitor system equipment maintenance
  - (f) Incorporate dual-use (peacetime/wartime) in system
  - (g) Need for nuclear power facility accident planning
- C. Shelter Protection (overall)
  - 1. National fallout shelter survey
    - (a) Number of NSS below ground spaces
    - (b) Shelter supplies and areas inspected
    - (c) Phenobarbital removal status
  - 2. Home fallout protection survey
  - 3. Community shelter planning (CSP)
  - 4. Percentage of nighttime population covered by home shelter \_\_\_\_\_
  - 5. Natural disaster shelter (tornado, etc.)
  - 6.. Relocation or evacuation shelter arrangements
- D. Schools
  - 1. List of schools
    - (a) Enrollment
    - (b) Feeding capabilities
    - (c) School shelters
  - 2. Current school disaster plans. In accordance with local civil preparedness operations.
  - 3. Civil preparedness course information in curriculum
  - 4. How warnings received
- E. Industry and Private Sector Coordination
  - 1. Inventory of private resources
  - 2. Coordinated emergency plans with industry
  - 3. Communications between government and industry

4. Current industrial plant disaster plans
5. Mutual aid pact(s)
- F. Utilities and Public Works
  1. Emergency repair capability
  2. Plans for coordination and establishment of priorities
  3. Communications with utilities
  4. Dual use RADEF training
- G. American Red Cross and Other Support Organizations
  1. Statement of understanding with ARC
  2. ARC disaster resources inventory
  3. Who is responsible for:
    - (a) Mass shelter
    - (b) Mass feeding
    - (c) Mass care
    - (d) Emergency assistance
  4. Salvation Army; others
  5. Veterans groups (AL, etc)
  6. Fraternal, etc.
  7. Women's groups
  8. Business,
  9. CAP
    - (a) Aircraft
    - (b) Communications capability
    - (c) Personnel

#### IV Training Program

- A. General
  1. Operational training program
    - (a) Professional training of emergency staff
    - (b) Disaster teams
    - (c) Supporting local government agencies
    - (d) Training requirements analyzed for specific people involved (mayor, executives, staff specialists). emergency skills (for all contingencies)
    - (e) Training resources cataloged
  2. Roster of personnel with training achievements
  3. Crash type training program
- B. Specialized Staff training requirements met
  1. CDM
  2. RDO
  3. SM
  4. P&O
  5. RM
  6. RMI
  7. National Security Seminar



8. Rescue
9. Public Information Officer training
10. Other
11. Peacetime RADEF accident/incident training

C. Instruction for the Public (overall)

1. General
  - (a) Public information and public relations program
  - (b) Working relationship with media
  - (c) Emergency Public Information plan for anticipated events coordinated with mass media representatives.
  - (d) Integrated activity of the media to provide timely and official information to the general public.
2. Increased readiness PI material
3. CD dependents protection in emergency program
4. Personal and Family Survival
5. Emergency protection pamphlets, literature, and posters
6. Rural CD (where applicable)

V. Local Government Emergency Plans

A. Hazard analysis conducted

1. Previous disaster history
  - (a) Natural disasters
  - (b) Other disasters
  - (c) Presidentially declared disaster
2. Manmade disaster contingencies
  - (a) Transportation
  - (b) Chemical, radiological, explosives
  - (c) Fixed nuclear facility (power plant)\*
3. Vulnerability (Risk)

B. Operational Planning

<u>Plan or Annex</u>	<u>Current</u>	<u>Documented</u>	<u>Cognizance</u> <sup>1/</sup>
Basic Plan	_____	_____	_____
Opn. of EOC	_____	_____	_____
Emerg. Communications	_____	_____	_____
Incr. Readiness	_____	_____	_____
Shelter Operations	_____	_____	_____
Warning	_____	_____	_____
RADEF	_____	_____	_____
Emerg. Public Info.	_____	_____	_____
Fire	_____	_____	_____
Rescue	_____	_____	_____
Police	_____	_____	_____

<u>Plan or Annex</u>	<u>Current</u>	<u>Documented</u>	<u>Cognizance</u> <sup>1/</sup>
Public Works	_____	_____	_____
Health & Medical	_____	_____	_____
Welfare	_____	_____	_____
Natural Dis. Opns.	_____	_____	_____
Mutual Aid	_____	_____	_____
Resource Management	_____	_____	_____
CSP	_____	_____	_____

VI. Ability to Execute Emergency Plans

- A. Exercises (overall)
  1. Operational elements and systems
    - (a) Trained
    - (b) Tested
    - (c) Evaluated
    - (d) Last exercise \_\_\_\_\_ (date) \_\_\_\_\_, \_\_\_\_\_ (type) \_\_\_\_\_
  2. Emergency Operating Center
  3. Staff alerting and mobilization
  4. Special natural disaster and/or other peacetime emergency exercises
  5. EOS's
    - (1) Nuclear Disaster
    - (2) Natural or other Disaster
- B. Communications tests
- C. Public warning or siren tests
- D. State, Federal (including military) agencies involved in exercises
- E. Actual natural disaster experience
- F. Provisions for periodic review of plans: (profiting from lessons learned)

---

<sup>1/</sup> Participation by appropriate local government department or unit, or public or private sector unit in development of plan or annex and/or awareness of their role(s) in emergency operations.

APPENDIX D

SUMMARY AND RECOMMENDATIONS

The following excerpts were taken from Summary and Recommendations reports prepared in Defense Civil Preparedness Agency, Regions Three and Five.

EXCERPTS FROM  
WAKE COUNTY, NORTH CAROLINA  
ON-SITE ASSISTANCE PROJECT  
SUMMARY AND RECOMMENDATIONS  
DATE: August 1973



STATE OF NORTH CAROLINA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
DIVISION OF CIVIL PREPAREDNESS

JAMES E. HOLSHOUSER, JR.  
GOVERNOR

JOHN J. TOLSON, III  
SECRETARY

DAVID L. BRITT  
STATE COORDINATOR

December 6, 1973

TO: The Government Officials of Wake County, North Carolina and Its  
Municipalities

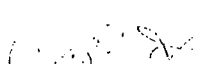
Ladies and Gentlemen:

It is our pleasure to present this copy of the Wake County "On-Site Assistance Summary and Recommendations." We believe that this report reflects a true image of emergency readiness as it now exists in Wake County.


The public officials and other community leaders, who cooperated generously and sincerely with the On-Site Assistance team, can be proud of the progress which has been made to ensure the safety and survival of their citizens. There are, of course, many areas in which a great deal remains to be done.

Civil Defense, by law and by its very nature, is a joint responsibility of the local, State and Federal governments. All three levels of government have participated in this On-Site Assistance project, and -- in a very real sense -- the people themselves have participated. The recommendations that are presented in this document are based on the suggestions and recommendations of the people interviewed in Wake County and its municipalities. There is a companion document to the Summary and Recommendations, an "Action Plan," which details the steps that will be taken by the various agencies at all levels of government to translate this document into a real, measurable improvement in the level of emergency readiness in Wake County. We look forward to future cooperation among our agencies and your governments in the interest of increasing the safety and security of all our citizens, their State and their Nation.

Sincerely,

  
David L. Britt  
Coordinator  
North Carolina Civil Preparedness Agency

Sincerely,

  
Claude B. Thompson  
Regional Director  
Defense Civil Preparedness Agency

## CONTENTS

### ON-SITE ASSISTANCE SUMMARY AND RECOMMENDATIONS WAKE COUNTY, NORTH CAROLINA

	Page
Acknowledgement	1
Introduction	2
Background Data	4
Hazard Analysis	5
Preparedness Standard #1 - Organization and Administration of Civil Preparedness Summary	8
Concept of Civil Preparedness Recommendations	
#1 Organizational Position of Civil Preparedness Agency	
#2 Civil Preparedness Advisory Council	
Preparedness Standard #2 - Local Civil Preparedness Director/Coordinator	9
Summary	
Recommendations	
#3 Civil Preparedness Coordinator's Professional Development	
#4 Assistant Civil Defense Coordinator	
#5 Civil Preparedness Volunteers	
Preparedness Standard #3 - Facilities and Equipment	11
Summary	
Emergency Operating Center (EOC)	
Shelter	
Communications	
Warning	
Law Enforcement	
Fire Protection	
Rescue	
Health and Medical	
Welfare	
Radiological Defense	
Private Industry and Utilities	
Public Works and Public Utilities	
Damage Assessment	
Recommendations	
#6 Emergency Operating Center	
#7 All-Effects Shelter Survey	
#8 Natural Disaster Shelters	

	Page
#9 Funeral Directors' Vehicles	
#10 Communications Planning Report	
#11 Remote Pickup Units	
#12 Fire Protection Equipment	
#13 Rescue Squads	
#14 Industrial Security Courses	
#15 Rapid Damage Assessment	
Preparedness Standard #4 - Trained Manpower	18
Summary	
Recommendations	
#16 Civil Preparedness Training Advisory Committee	
#17 Industrial Civil Preparedness Seminar	
Preparedness Standard #5 - Local Government Emergency Plans	20
Summary	
Recommendations	
#18 Joint Planning Directive	
Preparedness Standard #6 - Ability to Execute Emergency	21
Plans	
Summary	
Recommendations	
#19 Tests and Exercises	22
Appendix A - List of Persons Interviewed	28
Appendix B - On-Site Assistance Team Members	28

## PREPAREDNESS STANDARD #1. Organization and Administration of Civil Preparedness

### SUMMARY

Raleigh-Wake County Civil Defense was organized under the provisions of the North Carolina Civil Defense Act of 1951, as amended, (Chapter 166, General Statutes) which addresses the need for Civil Defense agencies, to deal with both natural and man-caused disasters, and includes an adequate statement of policy and purpose.

Locally, the Wake County Board of Commissioners and the City Council of the City of Raleigh adopted resolutions effective March 1, 1954, establishing an organization for civil defense and providing for joint funding, equally sharing the cost of the program. This statute and these resolutions provide a sound legal basis for the Raleigh-Wake County civil preparedness effort.

It is not clear where Raleigh-Wake Civil Defense stands in the governmental structures of the city and county. In practice, it seems to be treated as a department of county government and a staff section of the city government.

#### Concept of Civil Preparedness

Chief executives and department heads in Raleigh and Wake County agree in principle that the role of the civil preparedness agency is identification of hazards and coordination of emergency planning and preparations on behalf of the city and county managers. Civil Preparedness is not an operating department competing with the agencies which provide emergency services on a day-to-day basis; rather it is a reservoir of unique skills and capabilities charged with the responsibility of insuring that emergencies of such magnitude as to require the coordinated response of two or more departments, or of two or more governments, can be dealt with effectively. It is a proven fact that such planning and preparation saves lives and minimizes the destruction of property when disaster strikes.

### RECOMMENDATIONS

Concerning the organization and administration of Civil Preparedness, one or more of the persons interviewed recommended the following:

1. Steps should be taken to clarify the organizational position of the Civil Preparedness Agency within the local governmental structure. Distinct lines of command and communication should be developed.
2. A Civil Preparedness Advisory Council, to be made up of elected members of the governing bodies of the city and county, should be established to set policy and provide overall guidance for the civil preparedness effort.



## PREPAREDNESS STANDARD #3. Facilities and Equipment

### SUMMARY

#### Emergency Operating Center (EOC)

An EOC is a facility from which key officials (chief executive, sheriff or chief of police, fire chief, health officer, etc., or their designated representatives) can exercise direction and control in extraordinary emergencies, whether peacetime or attack-caused. Clearly, one of the essential features of such a facility is adequate communications with sources of information and with emergency operating systems. This fact has been recognized in Raleigh and Wake County, and decisions have been made to operate in time of disaster from city and county communications centers. Unfortunately, these communication facilities lack many of the desirable features of an EOC. At the very least, an EOC should have adequate space for emergency operations, communications with local emergency forces and with higher level and adjacent local EOC's, a reliable source of emergency power with a 14-day fuel supply, and maps and displays needed by key executives to understand developing emergency situations. This EOC with minimal features should be located in an existing building with greatest available protection against the radioactive fallout which would result, if there should be a nuclear attack on the country.

Many of the people interviewed in Raleigh and Wake County expressed support for the general idea of employing an EOC in time of serious emergency, but it was clear that outside technical assistance could be put to good use in establishing first-rate emergency operating facilities.

#### Shelter

The term "shelter" has taken on a variety of civil preparedness connotations in recent years. In its Civil Defense meaning, it most often refers to facilities which offer protection against radioactive fallout resulting from the detonation of nuclear weapons. Raleigh and Wake County have a Community Shelter Plan (CSP) which was published in June 1970. It identifies 325 buildings with a total of 309,000 fallout shelter spaces. While the number of shelter spaces exceeds the county's population, many shelter facilities are concentrated in urban areas. In the event of nuclear attack, many rural residents would not be able to reach community fallout shelters. Raleigh-Wake County Civil Defense is continuing its shelter development activities including efforts to locate shelter spaces in new buildings and efforts to acquaint architects with methods of designing buildings with inherent shelter at little additional cost to the builder.

"Shelter" also refers to Best Available Shelter, usually related to severe weather warnings and protection from tornadoes, high winds, severe thunderstorms or earthquakes. Every building has certain areas, possibly interior hallways or stairwells, where the occupants would be safer than elsewhere in the building when extremely severe weather strikes. All buildings and especially schools, should be surveyed by qualified engineers or other trained professionals to determine these areas of maximum safety. Only a few buildings in the Raleigh-Wake County area have had such analysis.

### Private Industry and Utilities

Private utilities and industries, where interviews were conducted in Wake County, have extensive plans for a broad range of emergencies. Officials of several companies expressed interest in coordinating their emergency plans with those of local government. In the case of utilities, such coordination is essential and-in time of disaster-power, gas and telephone companies would be represented in the central EOC. There are extensive resources in the private sector that would be available to local government in time of major disaster.

Several companies expressed interest in Industrial Security Training which is offered periodically at Fort Gordon, Georgia, and requested that further information be provided by the local Civil Preparedness Organization.

### Public Works and Public Utilities

Raleigh's Public Utilities and Public Works Departments and the District Office of the State Highway Commission could easily be the principal operating agencies in time of a major natural disaster. Water, sewer and road systems are vulnerable to various forms of disastrous weather. The responsible agencies have extensive emergency repair and debris removal capability. It is unlikely that their resources would be overwhelmed by even a large scale natural disaster. There is, however, much room for improvement in the areas of planning and coordination among agencies and among similar agencies of different governmental units.

### Damage Assessment

When disaster strikes a community, local officials must have quick, reasonably accurate estimates of the damage sustained. This information is necessary both for local operations and as justification for requests for outside assistance. Raleigh and Wake County have people who are qualified to make good damage estimates. Nineteen farmers, elected committeemen, have the duty to report crop and farm building damage to the USDA Board, and such officials as the city engineer, the county tax assessor and building inspectors could be called upon to perform this function. At the present time there is no organized damage assessment system in the community. The need exists, not only for manpower, but for planning, communications and transportation as well.

### RECOMMENDATIONS

6. The governments of Raleigh and Wake County should establish a primary Emergency Operating Center (EOC) and a support EOC with as many as possible of the features recommended as criteria of effectiveness by the Defense Civil Preparedness Agency.

7. Raleigh-Wake County Civil Defense should request--through the State Division of Civil Preparedness--that an all-effects shelter survey be conducted in Wake County.

ntial;  
ould

8. Raleigh-Wake County Civil Defense should coordinate a program for designating natural disaster shelters. Responsible agencies should include the Wake County Social Services Department, the local chapter of the American Red Cross and the Raleigh-based units of the Salvation Army.

9. The Raleigh-Wake County Civil Preparedness Coordinator should obtain the assistance of the State Civil Preparedness Coordinator in resolving the question of the emergency utilization of funeral service vehicles. This should be done in consultation with the North Carolina Funeral Directors Association.

10. Raleigh-Wake County Civil Defense should apply to the North Carolina Division of Civil Preparedness for assistance in preparing a Communications Planning Report (CPR).

11. The present remote pickup units in the State and local Emergency Operating Centers should be replaced with Marti Units or other remote pickup units of similar capabilities.

natio

12. The Raleigh-Wake County Civil Defense Organization should survey fire protection agencies to determine equipment needs and should coordinate an effort to secure such equipment as may be obtainable through the surplus and excess property programs of the Defense Civil Preparedness Agency.

13. The local Civil Preparedness Organization should continue to support the county's rescue squads in every way possible. The local director should contact the leaders of existing units and government officials in communities interested in forming new units. He should list the equipment needs of the various rescue squads and decide what might be obtainable through the Civil Defense surplus and excess property programs. Applications should be prepared and submitted as indicated.

14. The local Civil Preparedness Coordinator should obtain information on Industrial Security Courses offered at Fort Gordon, Georgia, and provide it to private industries and utilities in Wake County.

15. A rapid damage assessment system should be developed to cover the entire county-urban, suburban and rural.

EXCERPTS FROM  
SUMMARY AND RECOMMENDATIONS  
OF  
EMERGENCY PREPAREDNESS  
FOR  
TULSA, TULSA COUNTY, OKLAHOMA

## CONTENTS

ACKNOWLEDGMENT . . . . .	1
INTRODUCTION . . . . .	3
HAZARD ANALYSIS . . . . .	6
ORGANIZATION AND ADMINISTRATION . . . . .	10
LOCAL CIVIL DEFENSE DIRECTOR/COORDINATOR . . . . .	15
SYSTEMS . . . . .	
DIRECTION AND CONTROL . . . . .	19
ALERTING/WARNING . . . . .	27
EMERGENCY PUBLIC INFORMATION . . . . .	37
EMERGENCY COMMUNICATIONS . . . . .	39
RADIOLOGICAL DEFENSE . . . . .	44
LAW AND ORDER . . . . .	48
FIRE AND RESCUE . . . . .	52
EMERGENCY MEDICAL . . . . .	56
SHELTER . . . . .	60
SCHOOLS . . . . .	64
THE AMERICAN RED CROSS AND SALVATION ARMY . . . . .	69
FLOOD INSURANCE . . . . .	71
INDIVIDUALS INTERVIEWED . . . . .	73

## ALERTING/WARNING SYSTEM

### FACILITIES AND EQUIPMENT

There are three National Warning System (NAWAS) terminals in Tulsa: The Tulsa Emergency Operating Center, The Oklahoma Highway Patrol, and The National Weather Service. Since the NAWAS terminal in the Tulsa EOC is not manned 24-hours a day, Tulsa receives warning of:

- Enemy Attack from the Oklahoma Highway Patrol
- Natural Disasters from the National Weather Service.

Tulsa warns the public through a public warning system composed of 26 sirens which cover approximately 45% of the City. All of these sirens (except the one at Union School) can be controlled from the Police Department and the EOC. The schools in Tulsa do not receive warning directly, but must rely on television and radio, or, in some cases, outdoor sirens. Television and radio stations in Tulsa have been very effective in providing severe weather watches and warnings.

RECOMMENDATION: That Tulsa install a two-way NAWAS extension in the Tulsa Police Department at the point of the proposed "central dispatch" in the EOC (at an estimated cost of \$55.00\* for installation and \$19.50\* per month for recurring charges.

RECOMMENDATION: Purchase and install sirens as indicated:

Siren Size	Location	Est. Cost* (installed)
---------------	----------	---------------------------

Example: (29 other items included)

125db	Salk School, 7625 E. 58 St.	\$6,200
-------	-----------------------------	---------

RECOMMENDATION: Install those sirens on order but not yet delivered at: (prepaid)

Fulton School  
Irvington & Hudson  
Alcott Elementary School

\*Total projected cost: \$149,800. Eligible for 50% Federal financial assistance.

\*Eligible for 50% Federal financial assistance.

RECOMMENDATION: Install a tone activated receiver set on 155.670 mhz at each school (where needed), at each City/County Department which has an emergency assignment (at an approximate cost of \$150 per receiver).

RECOMMENDATION: Install equipment in the Tulsa Police Department to provide direct access to the Tulsa Cable Television CATV for the purpose of disseminating warning to the viewing population.

RECOMMENDATION: Encourage other organizations or institutions (such as radio stations, hospitals, nursing homes, businesses, industries, mobile home parks) to install tone activated receivers set on 155.670 mhz.

Other towns in Tulsa County receive:

- Attack Warning from the Tulsa County Sheriff's Office
- Natural Disaster from the Oklahoma Highway Patrol or the Warning the National Weather Service.

Towns in Tulsa County warn the public with outdoor warning sirens. None of the towns in Tulsa County has adequate siren coverage.

Towns in Tulsa County (except Sand Springs) do not have electrical controls which adequately allow for activating the attack warning signal.

RECOMMENDATION: That other towns in Tulsa County install a tone activated receiver at the warning point for the town (if receiver on 155.670 mhz is not presently monitored on a 24-hour basis) and in each school at an approximate cost of \$150 \* per receiver. \*Eligible for 50% Federal financial assistance.

RECOMMENDATION: Encourage other organizations or institutions (such as radio stations, hospitals, nursing homes, businesses, industries, mobile home parks) to install tone activated receivers set on 155.670 mhz.

RECOMMENDATION: Purchase and install the following additional sirens and controls.

<u>Town</u>	<u>Siren</u> <u>Size</u>	<u>Location</u>	(2) <u>Est. Cost*</u>
Example:	(40 other items included)		
Bixby	125 db	65th E. Ave & 118th St.	\$ 5,500.

Flood warning devices have been installed on several of the creeks and rivers in Tulsa County. Some of these are for warning individuals in camping and boating areas, and some are designed to warn the City of Tulsa of a flood threat.

RECOMMENDATION: Tulsa City/County should install additional flood warning devices as required on the bridges that cross the Arkansas River at Highway 66 B.R. and 75 and Highway 66 and 169.

RECOMMENDATION: Tulsa City/County CD organization should develop a map showing the location of all flood warning devices. This map along with instructions to the public on what to do when these devices sound should be disseminated at regular intervals by the newspapers in the county.

#### TRAINED MANPOWER

RECOMMENDATION: That personnel manning the warning points (in each city and town in Tulsa County) receive on-the-job training:

- on the equipment used for warning purposes
- on the procedures for receiving and disseminating attack warning and severe weather warning to the public.

#### WARNING PLANS

RECOMMENDATION: That Tulsa/Tulsa County CD Office develop a joint City/County Warning Plan which as a minimum:

- defines the warning mission "to disseminate an attack warning, termination of attack warning and weather warnings as appropriate to local government warning points within Tulsa County, to the population of the City of Tulsa, to certain key officials and facilities within Tulsa City and County".
- Assigns the responsibility to the Tulsa Police Department for operating the Tulsa City/County Warning Point.
- Describes the specific actions in each case to be taken by the Warning Point Operator in disseminating an Attack Warning, Weather Warnings, and Termination of Attack Warning.



RECOMMENDATION: Other towns in Tulsa County develop a City Warning Plan which:

- is based on receiving attack, tornado, and flood warnings from Tulsa Police Department and their "Weather Watch Teams" (where organized).
- defines the warning mission to be "to disseminate an attack warning, termination of attack warning, tornado and flood warnings to the population and key officials of (the town)".
- Assigns the responsibility to the local Police Department for operating the local government warning point. (This may have to be assigned to several town employees or volunteers at Glenpool and Sperry since continuous monitoring of the 155.670 mhz frequency is not available).
- Delineates specific actions to be taken by the Warning Point Operator upon receipt of attack, tornado and flood warnings.

#### ABILITY TO EXECUTE WARNING PLANS

RECOMMENDATION: That the total Tulsa/Tulsa County Warning System be tested at a regular time each month.

#### PUBLIC INFORMATION CONCERNING WARNING

For the warning system to be effective, the general public must be knowledgeable.

RECOMMENDATION: That each city and town in Tulsa County conduct a continuing public information program so the people will:

- understand the meaning of "Attack Warning", "Severe Weather Watch", "Severe Weather Warning"
- understand the actions they should take for each warning.

This public information program should be related to the monthly testing of the Warning System. This should be a continuing program with special emphasis during the tornado season.

## APPENDIX E

### SAMPLE ACTION PLAN FORMATS

The sample action plan formats contained in this Appendix were provided by Defense Civil Preparedness Agency, Regions Three, Five and Seven. Only parts of each document are provided for illustration.

MONROE COUNTY, FLORIDA

ON-SITE

OPERATIONAL ASSISTANCE PROJECT

ACTION  
PLAN

1974

## FOREWORD

The attached "Action Plan" is the final document of the initial phase of the Monroe County "On-Site-Assistance" project. Subsequent activity and correspondence on this project will be the necessary follow-up action to carry out the recommendations as outlined herein.

The preliminary document from which this plan originated was the Monroe County "Summary and Recommendations" approved by the Board of County Commissioners in August 1973. Basically, this document is a schedule allowing the State and Federal governments to plan and budget their resources to support implementations of these recommendations. When signed by signatories of Local, State and Federal governments, this schedule becomes a mutual agreement as to actions that will be taken to increase the operational readiness of Monroe County.

AGREED:

---

Herbert W. Johnson, Director  
Florida Division of Emergency  
Government

AGREED:

---

Mayor Harry Harris, Chairman  
Monroe County Board of County  
Commissioners

AGREED:

---

Claude B. Thompson, Director  
Defense Civil Preparedness Agency  
Region Three

ACTION PLAN FOR: Monroe County

DATE: April 8, 1974

PREPAREDNESS STANDARD

1

Organization and Administration

## RECOMMENDATION:

Establish a Monroe County Disaster Council/Defense Preparedness Advisory Council, with representatives of all elected bodies within the county.

SUMMARY AND RECOMMENDATIONS REFERENCE: Page 8, Item 10

## IMPLEMENTATION ACTIONS: (Including pertinent dates and responsibility)

The Advisory Council is to review all aspects of disaster preparedness and made recommendations to the County Commission for improving response capability.

Responsibility : County Commission

(Continue on back of page)

START DATE: April 30, 1974

ANTICIPATED COMPLETION DATE: June 30, 1974

PROGRESS

PROBLEM

IMPLEMENTATION/ACTION STATUS REPORT

DATE:

LOCAL:

STATE:

(Continue on back of page)

SIGNATURES

LOCAL

STATE

ACTION PLAN FOR: Monroe County

DATE: April 8, 1974

PREPAREDNESS STANDARD

1

Organization and Administration

## RECOMMENDATION:

Organize a county-wide Fire-Rescue Organization.

SUMMARY AND RECOMMENDATIONS REFERENCE: Page 10 - Item 14

## IMPLEMENTATION ACTIONS: (Including pertinent dates and responsibility)

At present the Fire-Rescue posture of the county is piecemeal with many sectors of the county having no coverage. Example, there being no organized and trained Crash-Fire-Rescue Unit at airports, all VFD are independent of each other, mutual aid has no legal basis. No county-wide Fire-Rescue communications exists except that bootlegged on the Sheriff's Radio Net.

Responsibility: County Commission, County Fire Marshal

(Continue on back of page)

START DATE: July 1, 1974

ANTICIPATED COMPLETION DATE:

PROGRESS

PROBLEM

IMPLEMENTATION/ACTION STATUS REPORT

DATE:

LOCAL:

STATE:

(Continue on back of page)

SIGNATURES

LOCAL

STATE

ACTION PLAN FOR: Monroe County

DATE: April 8, 1974

PREPAREDNESS STANDARD

2

Local Civil Preparedness Coordinator - Staffing

RECOMMENDATION: Establish and fill the position of Communication and Warning Officer to supervise, coordinate and plan communications and warning for Monroe County.

SUMMARY AND RECOMMENDATIONS REFERENCE: Page 1, Item 1-C

IMPLEMENTATION ACTIONS: (Including pertinent dates and responsibility)

Responsibility: County CD Director and County Commission

(Continue on back of page)

START DATE: June 1, 1974

ANTICIPATED COMPLETION DATE: October 1, 1974

PROGRESS

PROBLEM

IMPLEMENTATION/ACTION STATUS REPORT

DATE:

LOCAL:

STATE:

(Continue on back of page)

SIGNATURES

LOCAL

STATE

ACTION PLAN FOR: Monroe County

DATE: April 8, 1974

PREPAREDNESS STANDARD

3

Facilities and Equipment

## RECOMMENDATION:

Provision should be made for all communities from Key Largo to Key West for the emergency storage of water.

SUMMARY AND RECOMMENDATIONS REFERENCE: Page 15, Item 20

## IMPLEMENTATION ACTIONS: (Including pertinent dates and responsibility)

The main source of supply is the overseas pipeline, should this line ever be ruptured due to vehicle, boat, or storm damage, the Key communities would be without water. While there is a desalinization plant at Key West, this plant would be of some benefit to the city of Key West but would not be of help to the other Key communities. Therefore, each Key community should contain a tank with a reserve supply of water in case of such an emergency that could arise as stated earlier in this paragraph.

Responsibility: Aquaduct Commission and County Commission.

(Continue on back of page)

START DATE: October 1, 1974

ANTICIPATED COMPLETION DATE: Sept. 30, 1977

PROGRESS

PROBLEM

IMPLEMENTATION/ACTION STATUS REPORT

DATE:

LOCAL:

STATE:

(Continue on back of page)

SIGNATURES

LOCAL

STATE



ACTION PLAN FOR: Monroe County

DATE: April 8, 1974

PREPAREDNESS STANDARD

4

Training Manpower

RECOMMENDATION: Establish a program of Medical Self-Help\*and Personal Family Survival in school system and for general public.

SUMMARY AND RECOMMENDATIONS REFERENCE: Page 8, Item 9

IMPLEMENTATION ACTIONS: (Including pertinent dates and responsibility)

At least one member of each family in Monroe County should be taught Medical Self-Help (MSH)

Responsibility: County Medical Health Officer, School Superintendent, and CD Director.

(Continue on back of page)

START DATE: August 1, 1974

ANTICIPATED COMPLETION DATE: August 1979

PROGRESS

PROBLEM

IMPLEMENTATION/ACTION STATUS REPORT

DATE:

LOCAL:

\*This program has been discontinued.

STATE:

(Continue on back of page)

SIGNATURES

LOCAL

STATE

4

MIDWEST CITY, OKLAHOMA  
OPERATIONAL ASSISTANCE PROJECT

April 1973

SUMMARY REPORT AND RECOMMENDATIONS

and

ACTION PLAN

# ACTION PLAN

## STATUS OF COMPLETION OF SPECIFIC ACTION PLAN ITEMS

Oklahoma  
STATE  
Midwest City  
COMMUNITY  
July 18, 1973  
DATE APPROVED

### 1/ CODE

L=Local

S=State

R=DCPA Region

O=Other (Specify)

### 2/ Excessive Delays

should be

explained

RECOMMENDED ACTION	ACTION COMPLETED AT TIME OF ASSISTANCE	DATE FOR COMPLETION	RESPONSIBILITIES		COMPLETION DATE
			PRIMARY	SUPPORT	
I. ORGANIZATION & ADMINISTRATION A. Expand organizational structure to include elements outside city government. B. Examine present mutual aid pacts and expand scope to include all resources of all governments.	Aid Pack in existence with tanker on fire.	11-73	L		
		11-73	L	S	
		10-73	L		
II. LOCAL CD DIRECTOR/COORDINATOR A. Delegate daily routine emergency preparedness planning to an assistant.					
III. FACILITIES AND EQUIPMENT A. Emergency Operations Center 1. Provide emergency power source. 2. Provide fuel supply for 1. 3. Provide data displays, maps, etc.		1-74	L	S, R	
		1-74	L	S, R	
		3-74	L	S, R	

RECOMMENDED ACTION	ACTION COMPLETED AT TIME OF ASSISTANCE	DATE FOR COMPLETION	RESPONSIBILITIES		COMPLETION DATE
			PRIMARY	SUPPORT	
4. Provide stored or other water.		9-73	L	S, R	
5. Expand and train staff.		2-74	L	S, R	
B. Communications					
1. Provide emergency power source for city department system.		7-74	L	S, R	
2. Provide fuel supplies for 1.		7-74	L	S, R	
3. ECPR (see V) Emergency Plans.					
C. Warning					
1. Conduct necessary studies and surveys to determine adequate system.		12-73	L	S	
2. Provide additional warning siren(s).			L	S, R	
IV. TRAINED PERSONNEL					
A. Select and train EOC Staff		2-74	L	S	
B. Require individual city department directors to train their staffs in emergency operations as necessary.	In process	8-73	L		
C. Urge and assist other public and private agencies to do likewise.		11-73	L	S	
D. Review training requirements in all programs involving emergency preparedness planning and operations and train as necessary		9-73	L		
E. Schedule P&O Workshop & conduct same		3-74	L	S	
F. Schedule EOS and conduct same		3-74	L	S	

RECOMMENDED ACTION	ACTION COMPLETION AT TIME OF ASSISTANCE	DATE FOR COMPLETION	RESPONSIBILITIES		COMPLETION DATE
			PRIMARY	SUPPORT	
V. EMERGENCY PLANS					
A. Review and revise EOP to include all hazards contingency plans		1-75	L	S	
B. Coordinate school disaster plans into EOP		1-75	L	S	
C. Include all resources of the community in plans		1-75	L		
D. Review mutual aid plans and update and revise as necessary		1-75	L	S	
E. Prepare updated ECRP		1-75	L	S	
F. Develop Emergency Public Information Plan		1-75	L		
VI. EXERCISE, TEST, ACTUAL EMERGENCIES					
A. Following P&O course and plans updating, test and exercise semi-annually		3-75	L	S	

ACTION PLAN FOR TRAINING PROGRAM FOR MAXIMUM  
EMERGENCY PREPAREDNESS CAPABILITY IN MIDWEST CITY, OKLAHOMA

TRAINING REQUIREMENT	FOR WHOM	TITLE OF COURSE	CLASS LOCATION	ACTION OR RESOURCES REQUIRED	NUMBER HOURS REQUIRED	BEGINNING DATE
1. Basic orientation and training in emergency preparedness	All local government and private sector personnel having emergency operational responsibilities	Civil Defense USA	Home study	Enrollment in DCPA Staff College-issuance of student workbook	12-15 hours home study	8-73
2. To provide an organized system and operational capability for radio-logical defense for the city in case of nuclear attack or nuclear incident	A. Potential or assigned RADEF monitors B. RADEF Officer for city C. To qualify individuals to train RADEF monitors	A. <u>RADEF I</u> Basic concepts of radiation control B. <u>RADEF II</u> Radiological Defense Officer C. <u>RADEF III</u> Radiological Instructor	Classroom either at DCPA Staff College or CDUEP University	Sufficient enrollment at Staff College or University for class. Student workbooks furnished for all courses	A. 5 days B. 3 1/2 days C. 1 1/2 days	2-74

TRAINING REQUIREMENT	FOR WHOM	TITLE OF COURSE	CLASS LOCATION	ACTION OR RE SOURCES REQUIRED	NUMBER HOURS REQUIRED	BEGINNING DATE
3. To develop or update local emergency operations plans for all city departments that have emergency responsibilities	Local Officials (Government or private sector) who have emergency responsibilities	Civil Preparedness Plans and Emergency Operations	Classroom course at Staff College or classroom or workshop course by CDUEP University	Sufficient enrollment at Staff College or University for classroom University workshop on individual or small group basis for city department heads	32 hours	1-75
4. To provide information and training in treating injuries and caring for the sick in disaster situations when professional medical personnel are not available	General goal-one person per family. Specific goal-persons having responsibilities in public shelters	Medical Self-Help	Classroom course	Enrollment through local CDD or State CD Office or local Medical Organization	16 hours	8-73

TRAINING REQUIREMENT	FOR WHOM	TITLE OF COURSE	CLASS LOCATION	ACTION OR RESOURCES REQUIRED	NUMBER HOURS REQUIRED	BEGINNING DATE
5. To provide disaster and survival information to school pupils in regular school curricula and to assist local school districts in preparing disaster plans.	Courses for high school students. Work with school officials in disaster planning	Personal and Family Survival (Games That Teach) (In Time of Emergency) (Your Chance to Live)	School classrooms School offices	DCPA furnished materials for student courses	8 hours or more for school courses	11-73
6. To provide positional training in emergency operations and systems improvements	City and County Department Heads	On-the-job training--no formalized course	Emergency Operating Center individual training to the individual functions in the EOC	Training done by State CD staff assisted where required by University personnel		8-73

MAYOR, MIDWEST CITY

CITY MANAGER/CD COORDINATOR



HONOLULU

OSA ACTION PLAN

January 1974

# ACTION PLAN

For the C/C of Honolulu On-Site Assistance Project



Dated January 31, 1974

## Approval and Promulgation

This civil preparedness action plan consists of six separate implementation schedules...one for each of the six basic Standards for Local Civil Preparedness set forth in Defense Civil Preparedness Agency publication CPG 1-5, dated December 1972.

Each action is specifically designed to help this jurisdiction improve and increase its professional and operational capability for launching and maintaining a fully coordinated response to any disaster, whatever its cause. In aggregate, these schedules provide for a stable blending of professional capability with operational capability.

We hereby approve this action plan and announce our common desire to implement it to the extent permitted by our current and anticipated resources. If changes become necessary, we plan to make them by mutual consent.

Frank F. Fasi, Mayor  
City & County of Honolulu

Major General Valentine A. Siefertmann  
Adjutant General  
Director of Civil Defense  
State of Hawaii

Frances K. Dias  
Regional Director  
Defense Civil Preparedness  
Agency  
Region Seven

## CITY AND COUNTY OF HONOLULU, HAWAII, OSA ACTION PLAN

STANDARD ONE - Organization and Administration of Civil Preparedness including...

- o Joint-Action vs. Individual Jurisdiction Approach.
- o Statement of Purpose.
- o Organizing Local Civil Preparedness Action.
- o Administration of Local Civil Preparedness Program.

### REFERENCES -

- o Standards for local Civil Preparedness, CPG 1-5, December 1972.
- o Pages 1 and 2 of Summary and Recommendations.

### RECOMMENDED ACTIONS - (ACTIONS NEEDED TO MEET STANDARD ONE CRITERIA)

- o NONE . . . The City and County of Honolulu meets or exceeds the "fully-qualified" criteria of Standard One.

### IMPLEMENTATION SCHEDULE

- o NOT APPLICABLE.

### RESPONSIBILITY, ASSISTANCE, AND MONITORING ASSIGNMENTS -

LOCAL - N/A

STATE - N/A

DCCA REGION SEVEN - N/A

OTHER FEDERAL AGENCIES - N/A

CITY AND COUNTY OF HONOLULU, HAWAII, OSA ACTION PLAN

STANDARD THREE - Tangible Components of Emergency Readiness: Facilities and Equipment including...

- o Emergency Operating Center Facility and Equipment.
- o Shelter.
- o Radiological Monitoring Facilities and Equipment.
- o Warning System Facilities and Equipment.
- o Emergency Communications Facilities and Equipment.

REFERENCES -

- o Standards for local Civil Preparedness, CPG 1-5, December 1972.
- o Pages 5 through 7 of Summary and Recommendations.

RECOMMENDED ACTIONS - (ACTIONS NEEDED TO MEET STANDARD THREE CRITERIA)

1. Upgrade RAC III to meet minimum standards for sub-EOC's, and complete, occupy and test the new primary EOC currently under construction.
2. Resume computerization of NFSS statistics and then add emergency resources and other CD related data after DODS occupies new computer facility in Honolulu Municipal Building currently under construction.
3. Revise its Warning Plan and SOP prior to completion of the "radio-activation of sirens" project.
4. Contact AP and UPI to reaffirm the current procedure for emergency use of its newsdistribution system and then review this procedure frequently enough to insure its reliability.
5. Consider establishment of an interim radio net connecting the Fire Alarm Bureau EOC, the OCDA day-to-day office, and State EOC.

IMPLEMENTATION SCHEDULE -

1.A. SUB-EOC (RAC III) ACTIONS	TARGET	COMPLETION
	DATE	DATE
a. Supplement existing administrative (office) equipment with available local and Federal surplus equipment by . . . . .	7/75	_____
b. Install operational equipment such as situation maps, displays, charts, and the like by . . . . .	7/75	_____
c. Install and test essential communications equip.by	7/75	_____
d. Fill vacancies in RAC III emergency staffing pattern by . . . . .	3/74	_____
e. Test updated RAC III Sub-EOC in scheduled exercise by . . . . .	12/75	_____

C/C Honolulu, Hawaii  
OSA Action Plan  
Standard Three Cont.

1.B. PRIMARY EOC ACTIONS	TARGET DATE	COMPLETION DATE
--------------------------	----------------	--------------------

- |   |              |       |
|---|--------------|-------|
| a. Complete construction by . . . . .                   | <u>7/74</u>  | _____ |
| b. Complete equipping phase (Phase III) by . . . . .    | <u>7/75</u>  | _____ |
| c. Move day-to-day CD staff to primary EOC by . . . . . | <u>10/74</u> | _____ |
| d. Conduct exercise to test new EOC by . . . . .        | <u>12/75</u> | _____ |

2. COMPUTERIZE NFSS AND OTHER CD DATA ACTIONS	TARGET DATE	COMPLETION DATE
---	----------------	--------------------

- |   |             |       |
|---|-------------|-------|
| a. Complete computerization of NFSS data by . . . . .                                 | <u>6/74</u> | _____ |
| b. Develop schedule to computerize emergency re-<br>sources data by . . . . .         | <u>5/74</u> | _____ |
| c. Initiate emergency resources computerization<br>schedule by . . . . .              | <u>6/74</u> | _____ |
| d. Initiate computerization of other CD related<br>data, as appropriate, by . . . . . | <u>6/75</u> | _____ |

3. WARNING PLAN ACTIONS	TARGET DATE	COMPLETION DATE
-------------------------	----------------	--------------------

- |   |             |       |
|---|-------------|-------|
| a. Revise C/C Honolulu Warning Plan and Warning<br>SOP prior to converting from land-line to radio<br>activation of outdoor warning systems on or about | <u>3/75</u> | _____ |
| b. Obtain State approval of new Warning Plan and<br>Warning SOP by . . . . .  | <u>3/75</u> | _____ |

4. TEST OF AP/UPI NEWS DISTRIBUTION SYSTEM	TARGET DATE	COMPLETION DATE
--	----------------	--------------------

- |   |  |              |
|---|--|--------------|
| a. Reaffirm current procedures for emergency use<br>of AP/UPI News Distribution System by . . . . . | <u>12/73</u><br>& annually<br>thereafter | <u>12/73</u> |
| b. Review this emergency procedure annually begin-<br>ning on . . . . .                             | <u>12/74</u>                             | _____        |

C/C Honolulu, Hawaii  
 OSA Action Plan  
 Standard Three Cont.

5. INTERIM EMERGENCY RADIO NET ACTIONS	TARGET DATE	COMPLETI DATE
a. Determine feasibility and advisability of establishing an <u>interim</u> Fire Alarm Bureau/OCDA/State EOC radio net. Make determination by . . . . .	<u>12/73</u>	<u>12/73</u>
b. If decision is affirmative, establish and test the interim radio net by . . . . .	<u>4/74</u>	_____
c. Deactivate net or move Fire Alarm Bureau portion to new EOC when that EOC becomes operational on or about . . . . .	<u>10/74</u>	_____

RESPONSIBILITY, ASSISTANCE, AND MONITORING ASSIGNMENTS -

LOCAL - OCDA, Dept. of Public Works, Communications Consultant (Chief Chun), and RAC III Commander.

STATE - State CD Division and State Surplus Property Agent.

DCPA REGION SEVEN - RFO, Tech Svcs. Ofc., A&F Ofc., and PIO

OTHER FEDERAL AGENCIES - FDAA Region Nine, LEAA Coordinator for Hawaii, FCC, PACOM, AP and UPI.

## APPENDIX F

### FEDERAL AGENCY AND OTHER DISASTER ASSISTANCE

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In addition to DCPA, other Federal agencies assist State and local governments in their emergency preparations.

Some Federal assistance is available to aid State and local governments in their preparation for the protection of life and property in the event of an emergency; other assistance is oriented to giving help during and after an emergency occurrence.

For detailed information on all Federal assistance programs, see: DCPA CPG 1-3, "Federal Assistance Handbook"; or "Catalog of Federal Domestic Assistance", the latter is for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Following are selected examples of local emergency preparedness assistance available from these Federal agencies and other sources. Disaster relief assistance programs are not included.

NON-DCPA FEDERAL AGENCY  
PROGRAMS THAT CAN HELP THE LOCAL CD DIRECTOR  
GET READY FOR EMERGENCY

Other Federal agency assistance includes the following:

Department of Health, Education, and Welfare (HEW) -- Medical and Welfare Assistance Programs such as medical and welfare services planning and training; hospital disaster plans.

Military Assistance (U.S. Army Corps of Engineers, etc.) -- the full gamut of planning and support during emergencies; includes Mobilization Designee (MOBDES) -- planning and training assistance.

Department of Housing and Urban Development (Federal Disaster Assistance Administration - FDAA) -- assistance to State and local governments and individuals in relieving hardship and suffering resulting from major disasters (includes flood insurance).

Department of Justice (Law Enforcement Assistance Agency) -- peacetime law and order protection and equipment and emergency communications systems.

Department of Transportation (Emergency Services ) -- rescue, ambulance, communications, and training; airport disaster plans (FAA); U.S. Coast Guard disaster assistance planning.

Department of Commerce (National Weather Service) -- weather and flood warnings and systems, including hazard analysis and planning guidance.

Small Business Administration -- loans following peacetime emergency.

Department of the Interior (U.S. Geological Survey) -- earthquake hazard information and planning guidance.



## MILITARY ASSISTANCE TO STATE AND LOCAL CIVIL PREPAREDNESS

At the outset it must be stressed that the Armed Forces have no intention of taking over from the civil authorities any part of their Federal, State, or local responsibilities for civil preparedness. It is now and always will be policy that the civil preparedness program should remain civilian-led and civilian-oriented with a channel of control separate and apart from the military chain of command.

A brief review of the military role in civil preparedness and how this support can help the State or local civil preparedness director follows:

The U.S. Army serves as the Executive Agent for all of the Armed Forces in providing this type of support.

The basic military support mission to which the Services must respond is spelled out in Department of Defense Directive 3025.10.

Only those military resources which are not engaged in combat operations are to be made available for civil preparedness purposes. Combat operations must take priority over civil preparedness activities as long as the nation is under enemy attack.

The Army, which has primary Armed Services responsibility for military support of civil defense, has expressed the mission in these words:

### Military Support of Civil Defense

"In the event of nuclear attack, military support of civil defense is the use of personnel, materiel, facilities and other resources of the military departments and other DOD agencies to support State and local authorities in EMERGENCY operations to overcome the effects of a civil defense emergency situation."

Military support of Civil Preparedness peacetime functions are preparatory or administrative in nature. The Armed Services and various Department of Defense agencies provide a wide variety of support for Civil Preparedness. Included is a program to use Reserve officers to assist local directors in emergency planning (Mobilization Designee - MOBDES - Program). Another example is Explosive Ordnance Reconnaissance (EOR). In connection with State and local CD responsibilities, Explosive Ordnance Reconnaissance, the military

(through CONUS Armies) provide explosive ordnance disposal services, technical training and planning assistance to civil authorities in the development and operation of the program. Special courses in EOR are conducted by Army Explosive Ordnance Disposal (EOD) units, which includes guidance on development of incident reporting systems. There are peacetime applications of this activity.

The above programs concern pre-attack planning and training assistance to State and local civil defense. Military support during actual operations is not covered here.

## OTHER NON-DCPA SUPPORT FOR EMERGENCY PREPAREDNESS

In developing and maintaining effective nationwide civil preparedness certain supporting activities for State and local governments are required in order to develop an adequate degree of operational readiness for both peacetime disaster and nuclear war. Among these are: (1) training and education; (2) liaison services such as American Red Cross services and other organizations support services; (3) industrial civil preparedness services.

### National Organizations

They assist local civil preparedness by giving guidance to their field organizations concerning types of available assistance. For example, labor unions have given their enthusiastic support to civil preparedness such as labor leadership civil preparedness training seminars. Pamphlets have also been distributed through national offices. Labor also puts on courses such as "Labor's Role in State and Local Civil Defense" which is given and conducted at central labor conferences and conventions. Many other civil preparedness information kits are given out in this manner. Veterans organizations have also performed similar types of support (for example, sponsoring rescue training).

### Red Cross Advisory Services

The American Red Cross provides resident consultant services by contractual arrangement to the DCPA Regional Directors. Such services (one consultant per DCPA Region) includes, but are not limited to, community planning related to the National Shelter Program; assisting in the development and presentation of training programs (Shelter Manager Instructor Training course, etc.) that have direct bearing on local communities participating in the National Shelter Program; participating in the development and maintenance of the capabilities of State and local governments to guide shelter occupancy, shelter emergence, and related community actions for survival; and participating in the review and coordination of guidance materials bearing on community actions for survival in support of shelter occupancy and emergence. Recent activities have also included participation in On-Site Assistance projects.

### Industrial Civil Preparedness Services

Industrial civil preparedness activities continue with the DCPA and provide a variety of tools useful to local civil preparedness directors and company coordinators in saving lives and minimizing damage to property in and around industrial facilities. These tools include

special industrial CD training courses, training aids, movies, handbooks, manuals, and other materials that can be used by officers of State and local governments, representatives of other Federal agencies, military personnel, and others who deal with industrial leaders and will continue to emphasize the need for their active cooperation in: (1) supporting the National Shelter Survey program, (2) preparing for civil preparedness within their own plants, office buildings, and other facilities, (3) organizing industrial mutual aid associations to help each other in emergencies, (4) coordinating the development of industrial civil preparations with community civil preparedness plans, and (5) assisting local government in developing community-wide civil preparedness plans.

EXAMPLES OF DCPA AND  
OTHER FEDERAL AGENCY ASSISTANCE

I. Organization and Administration

In essence, civil defense emergency operations consist of coordinated and controlled local responses to major emergencies (both peacetime and attack-caused), based on the maximum use of existing assets and with goal of staff people and support organizations "doing the right thing at the right time".

Examples of DCPA Assistance

Personnel and Administrative  
Expense Funds  
Training Programs  
Student Expense Funds  
DCPA Guidance Publications to  
aid in developing the civil  
preparedness organization  
Visits by DCPA and State  
professional personnel (on  
request of local authorities).  
On-Site Assistance Projects

Examples of Other Assistance

Military Support Program,  
MOBDES or Individual Reserve  
Support  
National Organizations (such as  
Veterans groups) helping with  
emergency staffing

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II. Local Civil Preparedness  
Director

The role of the local civil preparedness director is the key to the achievement of emergency preparedness.

The local civil preparedness director is the coordinating officer for the Mayor or County Commissioners for local government in emergencies.

Examples of DCPA Assistance

Personnel and Administrative  
Expense Funds  
Student Expense Funds  
Training Programs  
DCPA Publications  
DCPA Training Seminar and Staff  
College Professional Training  
for the local director; DCPA  
Home Study Courses.

Examples of Other Assistance

Explosive Ordnance Reconnaissance (U.S. Army)  
Training for Local Government  
Public Safety Personnel,  
(Dept. of Transportation)

### III. Physical Facilities and Operating Systems

Basic facility requirement is for an Emergency Operation Center (EOC) from which to direct and coordinate operations in all types of emergencies. Included also, are both the hardware and people needed for readiness in peacetime or attack-caused emergencies, such as: communications, warning, RADEF, emergency information, shelter and protective services.

#### Examples of DCPA Assistance

Emergency Operating Center Funds  
Support Systems Equipment Funds  
Systems Maintenance & Services Funds  
Training Funds  
Student Expense Funds  
Surplus Property Program  
Contributions Project Loan Program (Excess)  
Loan of Engineering Stockpile Equipment  
Shelter Support Program

#### Examples of Other Assistance

Dept. of Transportation  
Communications Equipment  
Law Enforcement Assistance  
Agency Communications Equipment  
Package Disaster Hospitals (PDH) (from HEW - program now discontinued)

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### IV. Trained Manpower

The capability to save lives and protect property in an emergency requires special skills training for personnel. Police, fire and other local government personnel and volunteers require some training to operate in extraordinary emergencies. They may be required to serve in dual roles such as fire-fighting and radio-logical monitors.

#### Examples of DCPA Assistance

Personnel and Administrative Expense Funds  
Student Expense Funds  
Training Programs  
Civil Defense University Extension Programs  
DCPA Staff College Courses  
DCPA Home Study Courses

#### Examples of Other Assistance

Military Support Programs  
American National Red Cross  
Emergency Health Services  
Training and Medical Self Help (HEW)

## V. Emergency Operations Plans

Emergency Operations Plans are required for peacetime or nuclear disasters. Such plans describe the concept of operations for each contingency, list emergency responsibilities of the various agencies and provide a common base for coordinated action to cope with disasters. Such operational plans are phased to include increased readiness prior to an emergency as well as during and after emergency periods. In addition, implementing standards, operating procedures and checklists are needed to cover details. Also, adequate operational reporting systems and plans for public information are important for both peacetime and war-caused emergencies. It must be emphasized that paper plans alone, without the capability for local operational readiness, are inadequate.

## Examples of DCPA Assistance

- Operational Planning Support
- Guidance and Other Support
- Materials Support
- Professional Services (in emergency capability development areas)
- Personnel and Administrative Expense Funds
- On-Site Assistance Projects
- CSP Planning and Advisory Services

## Examples of Other Assistance

- Military Support Programs and Materials
- HEW Support Programs and Materials; Emergency Health Services Planning
- Natural Disaster Support (HUD-FDAA)
- Department of Justice (LEAA)
- Bomb Disposal and Training Programs (U.S. Army)
- Department of Transportation - Highway Emergency Services; Planning and Training
- General Services Administration (OP) Continuity of government and emergency resources management planning assistance
- Flood Insurance Plans (DHUD)
- Air Pollution Control Programs (Environmental Protection Agency)
- Flood Plain Hazards Assistance
- U.S. Army Corps of Engineers

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## VI. Emergency Readiness

Achieved by developing adequate operational systems (including communications, warning, radiological, etc.), building effective emergency operating facilities and training personnel to cope with emergencies. It is improved through adequate exercising and testing of systems and procedures. The keystone of operational readiness is people. The local organization (people-oriented) should be so well trained that it will respond effectively when the chips are down in emergencies.

## Examples of DCPA Assistance

On-Site Assistance Projects  
Personnel and Administrative  
Expense Funds  
Test and Exercise Programs  
Systems Maintenance & Services  
Funds  
Emergency Operating Center Funds  
Support Systems Equipment Funds  
Emergency Operations Seminars

## Examples of Other Assistance

Military Support Programs,  
including MOBDES assistance  
in exercise development  
Department of HEW  
Department of Commerce - NWS  
Weather and Flood Warning  
Systems planning and training



